

# DUAL ENROLLMENT ARTICULATION AGREEMENT

The School Board of Palm Beach County, Florida and  
The District Board of Trustees of Palm Beach State  
College and Florida Atlantic University

**2024-2026**

**2024-2026 Dual Enrollment Articulation Agreement**  
**School Board of Palm Beach County, Palm Beach State College & Florida Atlantic University**

Introduction

Whereas Section (s) 1007.271 (21), Section 1007.273, Florida Statutes, require state colleges and school districts to develop comprehensive Dual Enrollment Articulation agreements and an Early College program, The School Board of Palm Beach County, Palm Beach State College, and The Florida Atlantic University Board of Trustees have made the following determinations:

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- A. The Term of this Agreement shall commence July 1, 2024, or on the last date approved by any of the parties, whichever is later and end June 30, 2026, unless terminated as hereinafter provided.
- B. Annual meetings shall take place between representatives from all institutions to review this Agreement to assure all parties that it continues to serve their mutual interests and provide student opportunities.
- C. Any party shall have the right to terminate this Agreement by delivery of the written notice to the other parties not less than ninety (90) days prior to the effective date of said termination.
- D. The parties to this Agreement recognize that as provided under Section (s) 1007.271 (21), F.S. Section 1007.273, and/or SBE Rule 6A-14.064T, to the extent applicable to each party, accelerated mechanisms such as Dual Enrollment, Early College and advanced (college-level) instructional programs for qualified students from the School District enhance learning opportunities and are required to be made available for those students.
- E. The parties will adopt an Agreement as provided in Section 1007.271 (21), F.S., and/or SBE Rule 6A-14.064, as applicable, including:
  - 1. College/University Credit Dual Enrollment
  - 2. Vocational (CCP) Credit Dual Enrollment

The Agreement is posted on the website of each party's institution. If any of the parties wish to recommend a change of its duties or obligations in the Agreement, the recommendation would be presented to the Committee for discussion and action and then to respective institutions as an addendum for action and approval.

Throughout this document, the following acronyms will be used to identify each institution:

**SBPBC:** The School Board of Palm Beach County  
**PBSC:** Palm Beach State College  
**FAU:** The Florida Atlantic University Board of Trustees

Dual Enrollment Articulation Committee Members:

**SBPBC**

Dr. Glenda Sheffield  
Adrienne Howard  
Dr. Charlene Beckford  
Dr. Cheryl Bottini

Chief Academic Officer  
Director of Elementary Education, Teaching & Learning  
Program Planner, High School Counseling  
Program Planner, Home Education

Cindy Rosado

High School Counselor

**PBSC**

Dr. Peter Barbatis

Vice President, Student Services & Enrollment Management

Sheila Scott-Lubin

Assoc. Vice-President, Academic Affairs

Dr. Julie Sivigny

Dean, Curriculum

Dr. Karline Prophete

Dean of Student Success

David Garwood

College Registrar

Dr. Tunjarnika Coleman-Ferrell

Vice President, Academic Affairs

Daron Ingram

Dual Enrollment Coordinator

Crinston M. Murray

Dual Enrollment Coordinator

**FAU**

Dr. Russell Ivy

Interim Provost and Vice President for Academic Affairs

Debra Szabo

Director, Assessment, Accreditation, and Articulations

Marie Claie DeMassi

University Registrar

Christina Valdes

Assistant University Registrar

Maura Flaschner

Executive Director of Undergraduate Admissions

Michaela Mack

Dual Enrollment Coordinator

Dr. Jeraline Johnson

Director, Choice and Career Options

Robert Grossman

Program Planner, Middle School Counseling

The parties may reassign or substitute Members upon consent by the parties, not to be unreasonably withheld, or upon the unavailability of assigned Members due to termination, resignation, illness, or other factors beyond the parties' control, provided that notice of such reassignment or substitution is delivered to the other parties.

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## **1. Ratification or modification of all existing articulation agreements**

Except as expressly amended in this Agreement, the terms, covenants and conditions of any agreements between the parties are hereby ratified and affirmed. Procedures for development of individual program agreements in the future will be established by the Provost/Vice President of Academic Affairs of FAU, the Vice President of Academic Affairs of PBSC, and the Assistant Superintendent Career and Technical Education Program for SBPBC, as applicable, who will each work with appropriate faculty, program directors, deans, directors, and other key individuals and groups.

Articulation Agreements among SBPBC, PBSC, and FAU are to be consistent and equitable. Individuals from SBPBC, PBSC, and/or FAU interested in creating new agreements must present such interest to the individuals responsible for articulation agreements to present to the Dual Enrollment Articulation Committee for consideration and approval.

## **2. The process by which students and their parents are informed of the dual enrollment program**

### **A. Guidance Services:**

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 dual enrollment coordinator or designated PBSC/FAU advisor, as appropriate.

### **B. Post-Secondary Services:**

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, as determined by each party as appropriate. 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

### **C. The process by which students are notified of the option to participate:**

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. Delineation of courses and programs available to eligible students**

The Dual Enrollment Program shall be the enrollment of an eligible secondary student in a postsecondary course creditable toward a high school diploma, career or technical certificate, college credit certificate, or an associate or baccalaureate degree. 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.

#### **A. Courses:**

All courses which meet the terms and conditions of courses that are offered by PBSC and/or FAU catalog, as applicable, 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/or FAU, as applicable, 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 <https://www.fldoe.org/core/fileparse.php/5421/urlt/DEEquivalencyList.xlsx>. 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.

#### **B. 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 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.

#### **C. Career Certificate Dual Enrollment Program:**

PBSC shall provide the Career Certificate Dual Enrollment Program as a curricular option for secondary students in Palm Beach County to pursue to earn a series of elective credits toward the high school diploma. However, dual vocational enrollment shall not supplant student acquisition of the diploma. Career Certificate dual enrollment shall be available for secondary students seeking a degree or

certificate from a complete job preparatory program but shall not sustain enrollment in isolated vocational courses. Student qualifications must demonstrate readiness for vocational-level coursework if the student is to be enrolled in vocational courses. Qualifications for CCP dual enrollment courses must include a 2.0 unweighted cumulative grade point average.

#### **D. Early Admission:**

Early Admission (EA) shall be a form of dual enrollment through which eligible secondary students enroll in a single post-secondary institution full-time (12 minimum to 18 maximum credit hours) 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) 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 PBSC or FAU Early Admission requirements, as appropriate. Unlike dual enrolled students, early admission students may enroll in one or two credit hour courses if required by the postsecondary institution. If accepted for early admission at FAU, the student enters FAU instead of attending high school for the senior year and will spend the fall and spring semesters full time at FAU. Students are not permitted to begin early admission at FAU in the spring semester.

#### **E. Career Pathways:**

SBPBC and PBSC agree to cooperate in the advancement of the Career Pathways Program. Working through a Career Pathways partnership, SBPBC and PBSC personnel have identified courses and programs that can articulate from SBPBC to PBSC to help prepare students for associate degrees and baccalaureate studies.

##### **1. Promotion of Career Pathways Programs:**

SBPBC and PBSC shall design a marketing plan for the promotion of Career Pathways to students, parents/guardians, and counselors. The strategies shall include, but not be limited to:

- Websites for Career Pathways Information:  
<https://www.palmbeachschools.org/Page/1364>
- Marketing materials, such as brochures and posters
- Training and awareness sessions for SBPBC and PBSC personnel
- Special efforts to orient parents towards the value of career

##### **2. Career Pathways course of studies shall include:**

- A planned program of study that will be taught in the high schools, providing a transition from secondary career programs and academies to PBSC, leading to certificates or associate degrees.
- Higher-level mathematics, English, science, and technology courses at the high schools utilizing applied, integrated teaching techniques.
- Expanded opportunities for students to participate in academic and technical dual credit opportunities to accelerate student progress toward completion of certificate and degree requirements leading to a high-demand and high-wage career.
- Opportunities for earlier exposure to technical preparation in high skill areas such as business, health, graphic design, and computer technology.

##### **3. The courses found at Promotion of Career Pathways Programs:**

SBPBC and PBSC shall design a marketing plan for the promotion of Career Pathways to students, parents/guardians, and counselors. The strategies shall include, but not be limited to:

- Websites for Career Pathways Information:  
<https://www.palmbeachschools.org/Page/1364>
- Marketing materials, such as brochures and posters
- Training and awareness sessions for SBPBC and PBSC personnel
- Special efforts to orient parents towards the value of career

**4. Career Pathways course of studies shall include:**

- A planned program of study that will be taught in the high schools, providing a transition from secondary career programs and academies to PBSC, leading to certificates or associate degrees.
- Higher-level mathematics, English, science, and technology courses at the high schools utilizing applied, integrated teaching techniques.
- Expanded opportunities for students to participate in academic and technical dual credit opportunities to accelerate student progress toward completion of certificate and degree requirements leading to a high-demand and high-wage career.
- Opportunities for earlier exposure to technical preparation in high skill areas such as business, health, graphic design, and computer technology.
- The courses found at <https://www.palmbeachschools.org/Page/1364> can be applied to the applicable programs listed in the Agreement.

**5. Promotion of Career Pathways Programs:**

SBPBC and PBSC shall design a marketing plan for the promotion of Career Pathways to students, parents/guardians, and counselors. The strategies shall include, but not be limited to:

- Websites for Career Pathways Information: <https://www.palmbeachschools.org/Page/1364>
- Marketing materials, such as brochures and posters
- Training and awareness sessions for SBPBC and PBSC personnel
- Special efforts to orient parents towards the value of career

**6. Career Pathways course of studies shall include:**

- A planned program of study that will be taught in the high schools, providing a transition from secondary career programs and academies to PBSC, leading to certificates or associate degrees.
- Higher-level mathematics, English, science, and technology courses at the high schools utilizing applied, integrated teaching techniques.
- Expanded opportunities for students to participate in academic and technical dual credit opportunities to accelerate student progress toward completion of certificate and degree requirements leading to a high-demand and high-wage career.
- Opportunities for earlier exposure to technical preparation in high skill areas such as business, health, graphic design, and computer technology.
- The courses found at <https://www.palmbeachschools.org/Page/1364> can be applied to the applicable programs listed in the Agreement.

**7. Course-by-course or course-to-pathway articulation agreements:**

Expanded opportunities for students to continue their education in technical fields of their choice will be further enabled by the establishment of clearly defined course-by-course or course-to-pathway articulation agreements among SBPBC and PBSC. The agreements will make clear, enhanced opportunities for admission to PBSC programs and the award of credit or Advanced Placement of students in those programs because of their successful work in the Career Pathways Program. To be eligible for the award of college credit, the student must complete the appropriate sequence of high school Career Pathways courses with a cumulative grade point average and specified assessment stated in the Agreement to receive credit for identified college courses. PBSC credit shall be awarded through articulation. Through successful work in the Career Pathways Program, students may receive credit for college courses, as found at:

<https://www.palmbeachschools.org/Page/1364> which saves them time and money. These credits can assist students in graduating earlier at the post-secondary level.

Career Pathways Articulation Agreements' revisions and amendments will be submitted annually. All courses in a pathway will be reviewed, and new pathways will be developed as appropriate.



The website <https://www.palmbeachschools.org/Page/1364> contains the Career Pathways courses.

#### **F. Home Education:**

The Home Education Legal Compliance/Articulation Agreement may be found at:

- **PBSC:** <https://www.palmbeachstate.edu/dualenroll/documents/Home-EducationLegalCompliance.pdf>
- **FAU:** <https://www.fau.edu/registrar/documents/non-public-student-forms2.pdf>

#### **G. Early College Program (ECP)**

Pursuant to the Dual Enrollment Articulation Agreement, hereby incorporated by reference, The School Board of Palm Beach County (SBPBC) and Palm Beach State College (PBSC) agree:

In compliance with Fl. Stat. 1007.273, PBSC shall offer a Palm Beach Early College Program at one of its campuses or a high school beginning in Summer 2024 as further described below. Although open to all students throughout the county, the program will give priority in acceptance and enrollment to first-generation college students and/or students from low-income families.

The Palm Beach Early College Program will be a learning community of Early Admission high school seniors with a focus on Business, Education, and/or Science, Technology, Engineering, and Math (STEM) career pathways, limited to a cohort of no more than 24 students each. High school credit earned for dual enrollment college courses is described in Section 6 of the Dual Enrollment Articulation Agreement. Full program details are provided on the dual enrollment website: <https://www.palmbeachstate.edu/dualenroll/>

#### **H. Career Certificate Program (CCP) Dual Enrollment:**

The CAREER CERTIFICATE PROGRAM DUAL ENROLLMENT ARTICULATION AGREEMENT, made and entered into by and between PBSC and SBPBC.

WITNESSETH

WHEREAS, the parties hereto desire to enter into a contractual arrangement providing for the education and training of Dual Enrollment Students in approved Career Certificate Program (CCP) Programs at PBSC.

WHEREAS, Palm Beach State College has undertaken to educate and train students in the approved Career Certificate Programs offered at PBSC.

NOW, THEREFORE, it is agreed between the parties hereto as follows: The control of the program shall reside in the President of Palm Beach State College with the assistance of the Dean of Workforce Education and Development for Career Certificate Programs at PBSC.

PBSC agrees to:

- Accept eligible students in the programs as regular enrollees of Palm Beach State Campuses, subject to the rules and regulations of PBSC and approved Career Certificate Program (CCP) Programs (see 3.C., Career Certificate Dual Enrollment Program, in this document).
- Select a qualified faculty.
- Provide a PBSC approved course of study.
- Provide supervision for students participating in lab experiences at PBSC.
- Cooperate with SBPBC staff in all matters pertaining to dual enrolled students in approved Career Certificate Program (CCP) Programs.

SBPBC agrees to:

- Cooperate in the admission of students to PBSC.
- Provide liaison between a designated staff of SBPBC and PBSC Dean of Workforce Education and Development for Career Certificate Programs at PBSC.
- Cooperate with PBSC staff in all matters pertaining to dual enrolled students in approved Career Certificate Programs at Palm Beach State College.

BOTH PARTIES agree to:

- Follow Career Certificate Dual Enrollment Program guidelines (see 3.C. Career Certificate Dual Enrollment Program, in this document).
- Where feasible, schedule permitting, remain open to expanding Career Certificate Programs to other PBSC campuses.
- Require that each approved Career Certificate Program (CCP) Program student at his/her own expense provide the following:
  - Uniforms
  - Meals
  - Laundry service
  - Transportation
  - School accident insurance or evidence of such insurance protection
  - Special course fees

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.

Program Information:

For more information on these approved Career Certificate Program (CCP) Dual Enrollment programs, please go to <http://www.palmbeachstate.edu/dualenroll/>.

**I. FAU High School:**

Florida Statute 1002.32 establishes Florida Atlantic University Charter Lab 9-12 High School. The school, as well as A.D. Henderson, are a component of Florida Atlantic University and therefore are not required to have an articulation agreement. FAU High students may not enroll at any institution outside of FAU for dual enrollment purposes.

**J. Criteria for both Palm Beach State College and Florida Atlantic University:**

Students participating in these programs must maintain a 3.0 unweighted cumulative grade point average in all high school academic work and must earn a grade of "C" or better in each college-level course to continue in the program. Semester hours for dual enrollment will be limited to eight (8) semester hours in each full fall, spring, and summer term regardless of the number of institutions attended; however, only four (4) semester hours may be taken at FAU each summer term.

Students may be counted as full-time equivalent students for instruction provided 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 except for a 1-credit lab and the corequisite lecture and be taken for a letter grade, not Pass/Fail or Satisfactory/Unsatisfactory.

Dual enrollment students who withdraw or are withdrawn from a course after the add/drop period or receive a "C-" or lower will not be allowed to continue in the program and may only be allowed to repeat the Palm Beach State course for grade forgiveness after graduation from high school. Effective Fall 2014, students who withdraw due to exceptional circumstances may appeal to their respective high school principal after one semester.

Early admission students can continue in the program if 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.

Students earning a low grade, or "W" in a dual enrollment course, may find difficulty meeting future college admissions requirements and the qualifications for financial aid/scholarships, including the Florida Bright Futures Scholarship. SBPBC must weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when honor grade point average (HPA) is calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.

Students may access grades through PBSC or FAU's online record system. Also, a transcript of grades will be sent to each high school dual enrollment principal/designee, as appropriate, at the end of each semester.

#### **K. Other Criteria at Florida Atlantic University:**

Students may not register for directed independent study courses, study abroad courses, graduate-level courses, or courses for which prerequisites have not been met. The following four (4) College of Business courses are the only courses students are eligible to register for – ECO 2013 Macroeconomic Principles, ECO 2023 Microeconomic Principles, ISM 2000 Information Systems Fundamentals, and GEB 2011 Introduction to Business. All courses must be at least three (3) credits and be taken for a letter grade, not Pass/Fail or Satisfactory/Unsatisfactory. Students may only register for classes that meet for the entire term during the fall and spring semesters. FAU may set additional admissions criteria. All courses and special programs are subject to resource availability, including staffing, credentialing, and other constraints, all of which shall be determined by FAU in its sole yet reasonable discretion. Additionally, FAU does not guarantee the availability or that any specific course or program will be offered every semester.

#### **L. Other Criteria at PBSC:**

Students eligible to participate in the Dual Enrollment Program at PBSC must complete a mandatory orientation before registering.

Senior Exception: PBSC and SBPBC mutually agree to extend dual enrollment participation in Intro to the College Experience (SLS1501) or other approved SLS course to 12<sup>th</sup> grade students who do not meet the statutory eligibility requirements in their Fall or Spring semesters. To participate, a student must have a minimum unweighted GPA of 2.75, and demonstrate college readiness in at least one placement area. Upon successful completion of SLS1501 or other approved SLS course (Grade of a "C" or better) in the Fall semester, the student may be approved for one additional course in the Spring semester, subject to the school counselors and PBSC dual enrollment team approval. The student must meet placement requirements for the course. A list of recommended courses for students qualifying using this exception is provided on the dual enrollment website: <https://www.palmbeachstate.edu/dualenroll/>

**M. Exceptions:**

For exceptional circumstances, students should follow the FAU or PBSC appeals process for dual enrolled students, as appropriate. The PBSC appeals process can be viewed from the Dual Enrollment section within the PBSC College Catalog.

The FAU appeals process can be viewed at <https://www.fau.edu/dean/exceptional-withdrawal.php>.

PBSC considers applicants for Early Admissions starting in the Fall and Spring term of the senior year. FAU only considers applicants for Early Admissions starting in the Fall term of the senior year.

**4. The process by which students and their parents exercise options to participate in the dual enrollment program**

Students and their parents/guardians are encouraged to develop the student's education plan and postsecondary educational objectives using [www.floridashines.org](http://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, as appropriate. 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), as appropriate.
- 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 Legal Compliance/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.

**A. Dual-Enrolled High School Students with Disabilities:**

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.

**5. List of additional initial student eligibility requirements for participation**

**A. Dual Enrollment:**

The Dual Enrollment Program enrolls an eligible secondary student or home education student in a post-secondary course creditable toward a career and technical certificate or an associate or baccalaureate degree. For this section, an eligible secondary student is a student who is enrolled in a Florida public secondary school or a home education program pursuant to Florida Statutes 1002.41.

Nonpublic schools must provide PBSC, FAU Registrar, or Admissions Office, as appropriate, a written sworn statement of legal compliance with Florida Statutes. Procedural requirements that apply to public high school students, including charter high school students, apply to nonpublic high school students. Home Education students shall comply with applicable statutory provisions as other nonpublic schools. Home Education students shall submit a Legal Compliance and Eligibility Form each term to PBSC and/or FAU, as appropriate, respectively, at the time of registration.

1. **Criteria for both Palm Beach State College and Florida Atlantic University:**

- 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, CLT 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 dual enrolling at PBSC must demonstrate college readiness by achieving or exceeding minimum scores on a recognized common placement test determined by FAC 6A-10.0315. Eligible students may participate in the dual enrollment program by using an alternative college placement exam (i.e. PSAT10/NMSQT) or credit-by-exam as outlined in FAC 6A-10.0315.
- 12-Credit Exception: 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 a recognized placement test as determined by rule FAC 6A-10.0315 may enroll in college credit courses not precluded by the deficiency. The student must demonstrate college readiness in at least one placement area. 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 a recognized common placement test as determined by rule FAC 6A-10.0315. A list of recommended courses for students qualifying using this exception is provided on the dual enrollment website:  
<https://www.palmbeachstate.edu/dualenroll/>
- For students enrolling in mathematics coursework, with no prior college-level mathematics coursework, 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 2025-2026 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.

**B. Career and Technical Certificate Dual Enrollment (Career Certificate Program (CCP) for students in grades 10-12 only:**

**List any admissions criteria in addition to the statutorily mandated 2.0 unweighted GPA:**

1. **Palm Beach State College Career and Technical Course Eligibility:** ●  
Career and Technical Certificate Dual Enrollment (10th – 12th Grade) ●  
Must have an unweighted GPA of at least 2.0.
  - Must have eligible TABE Scores for my desired CCP program (for programs 450+ clock hours)
  - The TABE is not required for programs less than 450 clock hours.
  - TABE Exemption: ACT/SAT/PERT scores at college level (within two years of program start date).
  - The student or guardian is responsible for all TABE testing fees.
  - Availability depends on the program and varies by semester.
  - TABE test scores must be submitted before enrolling in a PBSC Career Certificate

The high school principal or designee shall validate that the student meets the grade point average requirement and grade level criteria.

2. **Exceptions:**  
For any other exceptional circumstances, students should follow the PBSC appeals process for dual enrolled students.

**C. Early Admission (full-time post-secondary dual enrollment):**

Early Admission is defined as being enrolled in a post-secondary institution on a full-time basis (12 minimum to 18 maximum credit hours) in the Fall and/or Spring term of the student's senior year or an approved degree-seeking pathway program approved by the Office of Admissions.

For PBSC, Early Admission eligibility requires that students achieve a 3.2 unweighted cumulative high school grade point average and achieve the minimum required scores for college readiness on the ACT, SAT, ACCUPLACER, PERT, or ~~PSAT~~ CLT.

For FAU, Early Admission eligibility requires that students achieve a 3.8 weighted cumulative high school grade point average and an SAT of 1290, a CLT of 91, or an ACT of 27.

For early admission, students must maintain a 2.0 term grade point average in college-level work. See PBSC and FAU Early Admissions websites for other criteria.

**6. Delineation of the high school credit earned for the passage of each dual enrollment course**

Delineation of high school credits earned for completion of each dual enrollment course is available at <https://www.fldoe.org/core/fileparse.php/5421/urlt/DEEquivalencyList.xlsx>. The list provides a minimum statewide guarantee; however, school districts are not precluded from awarding subject-area credit for additional dual enrollment courses. If a school district awards subject-area credit for a course not found on the List, students and districts should be aware that the subject-area credit is not guaranteed to transfer between school districts and/or post-secondary institutions. 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.

#### **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. 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. Students and their families must 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.

The following information is communicated to prospective dual enrollment/early admission students and their families:

- Students will be exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues. Course materials/class discussions may reflect topics not typically included in secondary courses, which some parents may object to for "minors." Courses will not be modified to accommodate variations in student age and/or maturity.
- Dual enrolled students should expect 2-3 hours of homework for each hour spent in class and firm assignment deadlines.
- Any letter grade below a "C" will not count as credit toward the Gordon Rule requirement; however, all grades are calculated in a student's GPA and will appear on their official transcript.
- All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent post-secondary admission.

- Students/parents should consult a college counselor and/or advisor regarding selecting courses to meet degree requirements or transfer to a specific course of study at another institution.
- Dual enrollment students who receive a "C-" or lower or withdraw or are withdrawn from a course after the add/drop period will not be allowed to continue in the program. (Students who withdraw due to exceptional circumstances may appeal to their respective high school principal after one semester.) Grade forgiveness policies for post-secondary courses vary by institution. See PBSC and FAU catalogs for specific regulations for each institution. See High School Guidelines for grade forgiveness for post-secondary coursework in the Student Progression Plan.
- Early admission students can continue in the program as long as their post-secondary 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.
- Students earning low grades and/or withdrawals (W) in dual enrollment courses may find difficulty meeting future college admissions requirements and the qualifications for financial aid/scholarships, including the Florida Bright Futures Scholarship.
- Students participating in dual enrollment must maintain a 3.0 unweighted cumulative grade point average in another high school academic work and earn a grade of "C" or better in each college-level course to continue in the program. Semester hours for dual enrollment will be limited to eight (8) semester hours regardless of the number of institutions attended in each full fall term and spring term.
- Summer dual enrollment is limited to eight (8) semester hours at PBSC and four (4) semester hours at FAU. 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.
- All credit courses must be at least three (3) credits and be taken for a letter grade, not Pass/Fail or Satisfactory/Unsatisfactory.

## **8. Policies and procedures for determining exceptions to the required grade point averages on an individual student basis**

Senior Exception: PBSC and SBPBC mutually agree to extend dual enrollment participation in Intro to the College Experience (SLS1501) or other approved SLS course to 12th grade students who do not meet the statutory eligibility requirements in their Fall or Spring semesters. To participate, a student must have a minimum unweighted GPA of 2.75, and demonstrate college readiness in at least one placement area. Upon successful completion of SLS1501 or other approved SLS course (Grade of a "C" or better) in the Fall semester, the student may be approved for one additional course in the Spring semester, subject to the school counselors and PBSC dual enrollment team approval. The student must meet placement requirements for the course. A list of recommended courses for students qualifyin using this exception is provided on the dual enrollment website: <https://www.palmbeachstate.edu/dualenroll/>

## **9. Registration policies for dual enrollment courses**

### **A. How students are screened for dual enrollment eligibility before enrolling in a dual enrollment course:**

Students and their parents are encouraged to develop the student's education plan and postsecondary educational objectives through [www.floridashines.org](http://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, as appropriate, 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.

For Home Education students:

- Home Education students must submit a Dual Enrollment Legal Compliance/ Articulation Agreement form each term they enroll. The SBPBC Home Education Office validates the form before the parent/student submits it to the Dual Enrollment Office.

PBSC and SBPBC mutually agree to extend dual enrollment participation in Intro to the College Experience (SLS1501) or other approved SLS course to 12th grade students who do not meet the statutory eligibility requirements in their Fall or Spring semesters. To participate, a student must have a minimum unweighted GPA of 2.75, and demonstrate college readiness in at least one placement area. Upon successful completion of SLS1501 or other approved SLS course (Grade of a "C" or better) in the Fall semester, the student may be approved for one additional course in the Spring semester, subject to the School District Home Education Office and PBSC dual enrollment team approval. The student must meet placement requirements for the additional course. A list of recommended courses for students qualifying using this exception is provided on the dual enrollment website: <https://www.palmbeachstate.edu/dualenroll/>

#### **B. Monitoring student progress in dual enrollment courses:**

The school staff, Home Education administrators, PBSC, and FAU personnel, as appropriate, monitor students' progress each term. As part of the monitoring process, the Post-secondary institution may provide various reports to the school, including course registrations and final grades.

Enrollment and registration hold may be placed on the student's account to prohibit schedule changes outside the add/drop period. Transcripts and other forms of communication may be shared with students, parents (with a signed FERPA release form), and institutional personnel.

Students shall receive appropriate academic guidance and information about the program from the school and PBSC or FAU staff, as appropriate, before and after enrolling in the program. With permission from their assigned school, who withdraws from the Dual Enrollment Program, a student must return to their school for class assignment by the principal/designee.

#### **C. Additional information/instructions:**

Registration Policies and procedures may vary by institution. Please visit the dual enrollment website for the post-secondary institution for specific information.

- PBSC Website: [www.palmbeachstate.edu/dualenroll](http://www.palmbeachstate.edu/dualenroll)
- FAU Website: [www.fau.edu/registrar/dual-enrollment](http://www.fau.edu/registrar/dual-enrollment)

### **10. Exceptions to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the post-secondary institution**

#### **A. Institutional Responsibility for Quality of Instruction:**

PBSC and/or FAU, as appropriate, ensure that dual enrollment courses' curriculum and assessment procedures meet accreditation requirements. The Southern Association of Colleges and Schools - Council on Accreditation & School Improvement (SACS CASI) and the Commission on Colleges is the accreditation agency. Whether the dual enrollment courses are taught on PBSC, FAU, or the high school campus, its standards apply. PBSC and FAU each provide dual enrollment instructors a copy of course objectives, requirements, and learning outcomes before the beginning of

the semester. PBSC and/or FAU require that all dual enrollment instructors meet or exceed the minimum qualifications established by SACS-COC.

**B. Staffing of Instructors:**

PBSC or FAU will staff all dual enrollment courses, whether at a PBSC, FAU site, or high school campus, as appropriate. This will ensure that all credentials required by PBSC or FAU, to the extent applicable, are met, and that appropriate staff is selected and hired.

Criteria are the same for all faculty/instructors teaching post-secondary courses regardless of the class location (i.e., college campus, high school campus, or satellite site.) PBSC and FAU shall each ensure that all dual enrollment/early admission courses are taught by qualified faculty.

For SACSCOC accreditation purposes, post-secondary transcripts of all full-time or adjunct faculty teaching dual enrollment and early admissions courses must be on file with PBSC or FAU, as appropriate, regardless of who (SBPBC, Post-secondary, or both) employs them or pays their salary. It is the responsibility of the faculty to request official faculty credentials, and transcripts are sent to PBSC and/or FAU (Human Resources).

All full-time and adjunct faculty teaching dual enrollment and early admission classes shall be provided with a copy of the current faculty and/or adjunct faculty handbook and are expected to adhere to the professional guidelines, rules, and expectations therein.

All full-time and adjunct faculty teaching early admissions and dual enrollment classes shall be provided with the current student handbook online university catalog, detailing add/drop and withdrawal policies, student codes of conduct, grading policies, critical dates, etc. Faculty are expected to adhere to the guidelines, rules, and expectations therein. All adjunct faculty teaching dual enrollment and early admission classes shall be provided with a full-time faculty contact or liaison in the same discipline.

A college faculty member or administrator shall observe all full-time and adjunct faculty teaching dual enrollment and early admission classes for evaluation purposes using the same criteria as for all other PBSC or FAU full-time and/or adjunct faculty, as appropriate.

**C. Content, Syllabi, Exams, and Grades:**

- Course Content: All courses taught as a part of dual enrollment and early admission must meet the post-secondary course content requirements specified in the Statewide Course Numbering System.
- Course Plan and Objectives: All full-time and adjunct faculty teaching dual enrollment and early admission classes shall be provided with a copy of the course outline, plans, and objectives for the PBSC or FAU course they are teaching, as applicable. In addition, they will be provided with additional requirements for Gordon Rule courses if applicable. All course objectives and learning outcomes must be included in the instructional plan and "covered" per the syllabus during the term.
- Syllabus Requirement: All full-time and adjunct faculty teaching dual enrollment and early admission classes shall file a copy of their current course syllabus with the discipline or department chair before the start of each term. Content of the syllabus must meet the same criteria (checklist for PBSC) as required for all PBSC and/or FAU courses, as appropriate.
- Final Exam: Dual enrollment and early admission classes taught on the high school campus meet/fulfill all competencies expected and outlined in the college course plan. To ensure equivalent rigor with on-campus courses, final examinations for dual enrollment and early admission courses taught and delivered on the high school campus must be approved by the appropriate curriculum or department chair for PBSC and/or FAU, as appropriate, granting the post-secondary credit as a comprehensive assessment of

expected learning outcomes before administration. Alternatively, final exams may be provided to the high school campus dual enrollment or early admission instructor by PBSC and/or FAU promptly, as appropriate, ensuring availability before scheduled administration dates. Completed, scored exams will be returned to PBSC and/or FAU (discipline) department, as appropriate, and held on file for one (1) year.

- Textbooks and Instructional Materials: Textbooks and instructional materials used in dual enrollment and early admission classes must be the same as, or comparable to, those used in other post-secondary courses at PBSC or FAU, as appropriate, with the same course prefix and number. PBSC and FAU, as appropriate, will advise the Board of instructional material requirements as soon as that information becomes available.
- Tests and Assignments: Course requirements for tests, papers, or other assignments for dual enrollment and early admission students must be at the same level, rigor, or depth as those for all non dual enrollment and/or early admission post-secondary students.
- Grades: All full-time and adjunct faculty teaching dual enrollment and early admission classes must observe college procedures and deadlines for submission of grades in the appropriate format. All faculty will be advised of college-wide grading expectations and guidelines before teaching a dual enrollment and/or early admission course.
- Course meetings: All dual enrollment and early admissions courses taught at high school campuses must meet for the same total time as a class taught at PBSC and/or FAU, as appropriate.

#### **D. Monitoring and Observing Instructors:**

PBSC and FAU department chairs, as appropriate, will observe and monitor all dual enrollment instructors who are employees of SBPBC to ensure they are adhering to the requirements set forth in this checklist:

- The course outline and curriculum are being followed.
- The instructor is using PBSC- and/or FAU-required textbook(s) and Learning Management System (LMS) (i.e., canvas) , as appropriate.
- The course syllabus follows PBSC and/or FAU templates and has been submitted by the beginning of the drop/add period to PBSC and/or FAU department, as appropriate.
- The class roster is submitted by the established deadline(s).
- The final examination is administered by the established deadline.
- The students' grades are submitted by the established deadline.
- The Faculty Handbook is given to the HS teacher (PBSC only).

PBSC and FAU chair, as appropriate, will share information about the observation with the instructor.

High schools shall conduct and analyze course and instructor evaluations for dual enrollment and early admission classes on the high school campus, consistent with those used in all other PBSC and/or FAU classes, as appropriate. Analyses and recommendations shall be shared/reviewed with PBSC and/or FAU, as appropriate.

Any course, discipline, college, or system-wide assessments that a post-secondary institution requires in the dual enrollment and/or early admission section of a course shall also be used in all courses' dual enrollment and early admission sections. In addition, dual enrollment and early admission courses taught on the high school campuses shall follow the specifications detailed in the Content, Syllabi, Exams, and Grades section above.

PBSC and FAU shall compare student performance (to include final grade and exam per "Content, Syllabi, Exams and Grades" section above) of dual enrollment and early admission course offerings on high school campuses and college campuses to ensure that results are comparable to non dual enrollment and early admission sections. Results will be shared with SBPBC.

**E. Extra Responsibilities Outside of the Classroom:**

All dual enrollment instructors will not be expected to participate in extracurricular high school activities unless the instructor is an SBPBC teacher required to do so.

**F. Course Expectations in the Classroom:**

Atmosphere: Dual enrollment and early admission courses taught on high school campuses are expected to maintain a college-like atmosphere with minimal interruptions of instructional time. Student behavior that is disruptive to the learning environment may result in that student's loss of dual enrollment and/or early admission eligibility.

Students and parents/guardians of students enrolled in dual enrollment and/or early admission courses will be advised of college course-level expectations including, but not limited to, the following:

- The expectation of 2-3 hours of homework for each hour spent in class.
- Firm assignment deadlines.
- Any letter grade below a "C" will not count as credit toward satisfaction of the Gordon Rule requirement; however, all grades are calculated in a student's GPA and will appear on his/her college transcript.
- All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent post-secondary admission.
- While appropriate for college-level study, course materials/class discussions may reflect topics not typically included in secondary courses, which some parents may object to for "minors." Courses will not be modified to accommodate variations in student age and/or maturity.
- Students/parents should consult a college counselor and/or advisor regarding selecting courses to meet degree requirements or transfer to a specific course of study at another institution.

**G. Post-Secondary Degree Planning:**

All dual enrollment and early admission students are encouraged to work with a PBSC and/or FAU advisor and their school counselor to develop a post-secondary educational plan rather than enrolling in a random selection of college courses.

**11. Exceptions to the rules, guidelines, and expectations stated in the student handbook or university catalog of the post-secondary institution which apply to faculty members**

There are no exceptions.

**12. 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**

Students and their parent(s)/guardian(s) are encouraged to develop their educational plan and postsecondary educational objectives using [www.floridashines.org](http://www.floridashines.org), an 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:

- 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, as appropriate. A total of eight (8) credit hours fall and spring are allowed, regardless of the number of institutions attended. Summer dual enrollment is limited to four (four) total credit hours at FAU.
- PBSC or FAU, as appropriate, 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.

Home Education students must submit a Dual Enrollment Legal Compliance/ Articulation Agreement form for each term they enroll. The SBPBC Home Education Office validates the form before the parent/student submits it to the Office of Recruitment & Enrollment. The Home Education Legal Compliance/Articulation Agreement may be found at: <https://www.palmbeachstate.edu/dualenroll/documents/Home-EducationLegalCompliance.pdf>

The school staff, Home Education administrators, PBSC, and FAU personnel, as appropriate, monitor students' progress each term. The monitoring process includes the academic performance reports, enrollment and registration holds, transcripts, and other forms of communication with students, parents, and SBPBC personnel.

Students shall receive appropriate academic guidance and information about the program from the school and PBSC or FAU staff, as appropriate, prior and after enrolling in the program. A student, with permission from their assigned school who withdraws from the Dual Enrollment Program, must return to the assigned school for class assignment by the school.

All dual enrollment students must adhere to all student conduct policies referenced in the student handbook of the respective institutions.

### **13. Responsibilities of the Florida College System institution regarding the transmission of student grades in dual enrollment courses to the school district**

PBSC 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.

SBPBC must 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.

Students may access grades through PBSC or FAU's online record system, as appropriate.

### **14. A funding provision that delineates costs incurred by each entity. School districts should share funding to cover institutional and support costs incurred by the post-secondary institution.**

#### **A. Student Responsibility for Tuition and Fees Related to Dual Enrollment/Early Admission Courses and Programs:**

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 (as appropriate) 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.

**B. Institution or District Responsibility:** For PBSC:

Tuition and Other Fees:

- For public schools: When courses for dual enrollment or early admission are taken during the Fall and Spring terms, and on the campus of PBSC by public school students, including charter school students, the SBPBC or the Charter School shall reimburse the standard tuition rate per credit hour, currently \$71.98.
- For programs leading to a career certificate or an applied technology diploma, the standard tuition shall be \$2.33 per contact hour.
- For home education students: This section does not apply.

Invoicing:

PBSC will submit an invoice to the SBPBC or Charter school for students enrolled in those courses/programs as of the last day of add/drop in the Fall and Spring term. (Students who withdraw after add/drop will have a transcript record indicating withdrawal.) PBSC will invoice the SBPBC or the charter school each term, with a December or May due date, as appropriate.

Summer Term: Subject to an annual appropriation in the General Appropriations Act, PBSC, 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.

For FAU:

Tuition:

- 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. Invoicing:

- 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.

**C. Payment of Instructors/Supervision for Dual Enrollment Courses Taught at High School Sites:**

Costs at the school site: When courses for dual enrollment are offered at a high school site, the standard tuition is not reimbursed to PBSC or FAU, as appropriate. Instead, instructional, and supervisory costs are reimbursed in compliance with appendix B attached hereto:

For PBSC:

- If the instructor is a teacher from the high school teaching the course as a part of their regular teaching load, the instructor will be paid by the SBPBC or Charter School. All such teachers shall be credentialed by PBSC.
- If the instructor is provided by PBSC, the SBPBC or Charter School shall reimburse • PBSC \$2,100 per section offered at the site to cover the instructor cost.
- In both cases, the SBPBC or Charter School shall submit the high school class roster to the PBSC registrar's office before the first day of classes to ensure that the high school roster matches the PBSC class roster.

**D. Instructional Material and Fees Procedures:**

For textbook and related instruction materials:

- SBPBC and Public School students: Instructional materials assigned and required for use within dual enrollment courses shall be made available by the SBPBC for public school students at no charge to the student. Students shall be issued used books when available. The SBPBC is responsible for providing student materials, including establishing a systematic process for purchasing materials, recovery from students, assessing monies for lost or damaged materials, and providing for the resale of the materials. Instructional materials purchased by the SBPBC on behalf of dual enrollment students shall be the property of the SBPBC.
  - PBSC: Students enrolled in a course designated as Follett Access will be automatically opted out. Students will have free access to the instructional materials for a trial period and must enter an access code upon the trial expiration. The access code is included as instructional materials for the course and can be obtained using the systematic process for purchasing materials established by the SBPBC.
- Charter school students: Instructional materials assigned and required for use within dual enrollment courses shall be made available by charter schools for charter school students.
  - PBSC: Students enrolled in a course designated as Follett Access will be automatically opted out. Students will have free access to the instructional materials for a trial period and must enter an access code upon the trial expiration. The access code is included as instructional materials for the course and can be obtained using the established for purchasing materials established by the charter school.

- Home Education and Private school student: Instructional materials assigned and required for use within dual enrollment courses shall be made available by the PBSC for home education and private school students by book voucher at no charge to the student.
  - PBSC: Students enrolled in a course designated as Follett Access will be automatically opted out. Students will have free access to the instructional materials for a trial period and must enter an access code upon the trial expiration. The access code is included as instructional materials for the course and can be obtained at the PBSC bookstore.
- FAU and Public School and Home Education students: Instructional materials assigned and required for use within dual enrollment courses shall be made available by FAU for public school students and Home Education students at no charge to the student. The process may be found at <https://www.fau.edu/registrar/dual-enrollment/#Fees>
- For other tools/equipment:
  - For all students, kits, equipment, consumables, e-clickers, mobile device applications, digital codes, and/or tools kept in the students' possession or consumed by the student are not covered by this Agreement. In all cases, it is the student's responsibility to obtain these materials.

## **15. Institutional responsibilities for student transportation**

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. Commercial Nondiscrimination**

FAU and PBSC shall each not discriminate on the basis of race, gender, gender identify or expression, religion, national origin, ethnicity, sexual orientation, age or disability in the solicitation, selection, hiring, or treatment of sub-consultants, vendors, suppliers, or commercial customers. FAU and PBSC shall each provide equal opportunity for sub-consultants to participate in all of its public sector and private sector sub-consulting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace, such as those specified in the Palm Beach County School Board Policy 6.143. FAU and PBSC each understands and agrees that violation of this clause is a material breach of the contract and may result in contract termination, debarment, or other sanctions.

## **17. E-Verify**

The parties acknowledge that they are each a Public Employer as defined by F.S. 448.095. Accordingly, each party confirms its registration with and use of the E-Verify system, and further attests to its compliance with the requirements of Public Employers, as outlined therein. Each party shall be entitled to terminate any contracts with persons or entities that it has a good faith belief knowingly violated the requirements of F.S 448.09(1).

## **18. Inspector General**

In the event this agreement involves a purchase in accordance with Policy 6.14, FAU and PBSC each agrees and understands that the School District's Office of the Inspector general ("Inspector General") shall have immediate, complete and unrestricted access to all papers, books, records, documents, information, personnel, processes (including meetings), data, computer hard drives, emails, instant messages, facilities or other assets owned, borrowed or used by FAU and PBSC with regard to the Agreement, as applicable. FAU and PBSC's employees, vendors, officers and agents, as applicable, shall furnish the Inspector General with requested information and records within their custody for the purposes of conducting an investigation or audit, as well as provide reasonable assistance with the Inspector General in locating assets and obtaining records and



documents as needed for investigation or audit relating to the Agreement. Furthermore, FAU and PBSC each understands, acknowledges and agrees to abide by School Board Policy 1.092.

## **19. FERPA**

FAU and PBSC each recognize that the Family Educational Rights and Privacy Act ("FERPA") imposes strict restrictions on, and penalties for, improper disclosure or redisclosure of confidential student information, including but not limited to denial of access to personally identifiable information from education records for at least five years (20 U.S.C. 1232g; 34 CFR Part 99). Therefore, consistent with the requirements of FERPA and applicable state laws, personally identifiable information regarding a student or students obtained by the parties in the performance of this agreement may not be disclosed or redisclosed to third parties without written consent, and must be used only for the purposes identified in this agreement.

- 20. CYBER LIABILITY INSURANCE:** Florida Atlantic University and Palm Beach State College must procure this coverage for covering network security and privacy liability; including the failure to allow access to the District's computer system by authorized users, the failure to prevent unauthorized access to District's computer system or the private or confidential information contained therein; the theft or loss of private or confidential information of others and the failure to prevent the transmission of a virus or malicious code to others should add coverage for notifications and credit checks. Florida Atlantic University and Palm Beach State College shall maintain limits of \$5,000,000 per occurrence.
- 21. WAIVER OF SUBROGATION:** Florida Atlantic University and Palm Beach State College hereby waives any right of subrogation against the School Board of Palm Beach County, for loss, damage or injury within the scope of the Florida Atlantic University's and Palm Beach State College's insurance, and on behalf of itself and its insurer, waives all such claims against the School Board of Palm Beach County.
- 22. Data Confidentiality** - FAU & PBSC shall each implement appropriate measures, as determined by each FAU and PBSC, as appropriate, designed to ensure the confidentiality and security of Protected Information, protect against any anticipated hazards or threats to the integrity or security of such information, and protect against unauthorized access to the SBPBC network or the disclosure of information, and prevent any other action that could result in substantial harm to SBPBC or an individual identified with the data or information in Agency's custody..
- 23. FERPA** - To the extent Services provided hereunder pertain to the access to student information, FAU & PBSC shall each adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA) and Sections 1001.41 and 1002.22, Florida Statutes (the Protection of Pupil Privacy Acts), and other applicable laws and regulations as they relate to the release of student information.
- 24. Safekeeping and Security** – As part of the Services, FAU & PBSC will each be responsible for safekeeping all keys, access codes, combinations, access cards, personal identification numbers, and similar security codes and identifiers issued to Agency's employees, agents, or subcontractor. Agency agrees to require its employees to promptly report a lost or stolen access device or information.
- 25. Mandatory Disclosure of Protected Information** - If FAU or PBSC becomes compelled by law or regulation (including securities laws or Florida's Public Records law) to disclose any information identified by SBPBC as Protected Information, FAU & PBSC will provide SBPBC with prompt written notice, via email so that SBPBC may have a reasonable opportunity to seek an appropriate protective order or other remedy. If a remedy is not obtained by the date that FAU or PBSC, as appropriate, must comply with the request, FAU or PBSC, as appropriate, will furnish only that portion of the Protected Information that it is legally required to furnish, and FAU or PBSC, as appropriate, pursuant to applicable laws.

## **Appendix A**

### **Acronyms**

ALEKS	Assessment and Learning in Knowledge Spaces
CASI	Council on Accreditation and School Improvement
CCP	Career Certificate Programs
ECP	Early College Program
FAU	Florida Atlantic University
FDOE	Florida Department of Education
FTE	Full Time Equivalent
GPA	Grade Point Average (unweighted)
HPA	Honors Grade Point Average (weighted)
LMS	Learning Management System
PBSC	Palm Beach State College
PERT	Postsecondary Education Readiness Test
SACSCOC	The Southern Association of Colleges and Schools Commission on Colleges
SLS	Student Life Skills
SBPBC	School Board of Palm Beach County, Florida

**Appendix B**  
**2024-2026 Palm Beach State College Dual Enrollment Billing Agreement**

Section 1007.271, Florida Statutes, requires public schools, which includes charter schools, to pay tuition for their students enrolled in dual enrollment/early admissions. The School Board of Palm Beach County (SBPBC) will be charged the standard tuition, \$71.98 per credit hour, for students who dual enroll in college credit courses and the standard tuition shall be \$2.33 per clock hour at Palm Beach State College (PBSC) in the Fall or Spring terms of the 2022-24 academic years.

All other relevant Florida Statutes and College policies apply and are incorporated into this agreement. In addition, the terms and conditions contained in the Dual Enrollment Articulation Agreement (DEAA) with The School Board of Palm Beach County (SBPBC) and Florida Atlantic University (FAU) are expressly incorporated. All SBPBC students enrolled at PBSC must meet the minimum requirements in the DEAA. Verification of student eligibility is the responsibility of the SBPBC.

An agreement with SBPBC is therefore required. Appropriate signature below indicates agreement to the terms and conditions contained herein and to all referenced laws, documents and policies, including but not limited to the following:

- A. When courses for dual enrollment or early admission are taken during the Fall and Spring terms by SBPBC students, the SBPBC shall pay the College the standard tuition rate of \$71.98 per credit hour.
  
- B. The SBPBC agrees to pay for the students regardless of student performance and/or class attendance. PBSC will submit an invoice to the school for any student who is enrolled in the course as of the last day of drop/add in the term. Invoices must be paid within forty (40) days of receipt by the SBPBC representative noted herein. Unpaid invoices may be referred for collection and the SBPBC agrees to be liable for all collection fees and costs including all attorneys' fees and court costs.

SBPBC:

Billing Address (city, state & zip): 3300 Forest Hill Blvd., Suite C-223, West Palm Beach, FL 33406

Contact Person(s):

Telephone Number & Email:

Print Name & Title:

Signature & Date:

**Appendix C**  
**2024-2026 Florida Atlantic University Dual Enrollment Billing Agreement**

Section 1007.271, Florida Statutes, requires public schools, which includes charter schools, to pay tuition for their students enrolled in dual enrollment/early admissions. The School Board of Palm Beach County (SBPBC) shall pay the standard tuition rate per credit hour (\$105.07 as of 2021), including costs for instructional materials to FAU or their designated bookstore agent, from funds provided in the Florida Education Finance Program to FAU for providing instruction when such instruction takes place on FAU's campuses/ center , including online courses, during the fall or spring terms of the 2022-24 academic years to cover instructional and support costs incurred by FAU.

All other relevant Florida Statutes and University policies apply and are incorporated into this agreement. In addition, the terms and conditions contained in the Dual Enrollment Articulation Agreement (DEAA) with The School Board of Palm Beach County (SBPBC) and Florida Atlantic University (FAU) are expressly incorporated. All SBPBC students enrolled at FAU must meet the minimum requirements in the DEAA. Verification of student eligibility is the responsibility of the SBPBC.

An agreement with SBPBC is therefore required. Appropriate signature below indicates agreement to the terms and conditions contained herein and to all referenced laws, documents and policies, including but not limited to the following:

- A. When courses for dual enrollment or early admission are taken during the Fall and Spring terms by SBPBC students, the SBPBC shall pay the College the standard tuition rate per credit hour (\$105.07 as of 2015-16).
- B. The SBPBC agrees to pay for the students regardless of student performance and/or class attendance. FAU will submit an invoice to the school for any student who is enrolled in the course as of the last day of drop/add in the term. Invoices must be paid within forty (40) days of receipt by the SBPBC representative noted herein. Unpaid invoices may be referred for collection and the SBPBC agrees to be liable for all collection fees and costs including all attorneys' fees and court costs.
- C. Subject to annual appropriation in the General Appropriations Act, FAU shall receive an amount of funding equivalent to the standard tuition rate per credit hour for each dual enrollment course taken by a student during the summer term.

SBPBC:

Billing Address (city, state & zip): 3300 Forest Hill Blvd., Suite C-223, West Palm Beach, FL 33406

Contact Person(s):

Telephone Number & Email:                      Print Name

& Title:

Signature & Date:

AND BE IT FURTHER RESOLVED that this Agreement shall commence on July 1, 2024 and shall continue through June 30, 2026. The Presidents and the Superintendent may, by mutual consent, implement and change

procedures and operational details as necessary to carry out the intent of this Agreement. Such changes will be reviewed by the respective boards at the next annual review of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written.

**The Board of Trustees of Palm Beach State College**

**The School Board of Palm Beach County, Florida**

**The Florida Atlantic University Board of Trustees**

By:


  
Patrice G. Bishop, Board Chair

Date: 6/18/2024

Attest:

  
Ava L. Parker, J.D., President

Approved as to form and legal sufficiency:

  
Giovanni Jose Denis  
Associate General Counsel


By:


**Karen M. Brill**

Karen M. Brill Board Chair

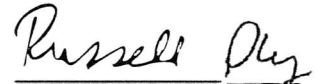
Date: 6/18/2024

Attest:

  
Michael J. Burke, Superintendent  
Approved as to legal sufficiency:


 5/23/24  
Anna Patricia Morales  
Deputy General Counsel

By:

  
Russell Ivy, Interim Provost and VP for Academic Affairs

Date: 5/28/2024

Attest:

  
Heidi Ann Moran  
Approved as to form legality  
Associate General Counsel

5/28/2024

Signature:   
KAREN BRILL (Jun 18, 2024 16:02 EDT)

Email: karen.brill@palmbeachschools.org