



Palm Beach State College
Personalized Education Plan (PEP) Students
DUAL ENROLLMENT/ EARLY ADMISSION
ARTICULATION AGREEMENT

Eligible Personalized Education Plan (PEP) students in grades 6-12 must have earned four (4) high school credits, one of which must be a high school English Language course and one a high school mathematics course. The student must also demonstrate college ready scores on an accepted [college placement test](#). A student is limited to earning a **maximum of 60 credit hours** through dual enrollment and/or early admission. Eligibility Requirements are located here: <https://www.palmbeachstate.edu/dualenroll/steps.aspx>

1. **Dual Enrollment:** The student may dual enroll in up to eight (8) credit hours in the Fall, Spring and Summer terms regardless of the number of institutions attended.
2. **Early Admission:** Eligible students who have completed the 11th grade (or its equivalent) may complete their senior year at Palm Beach State College upon approval from their parent/guardian. Interested students must submit a written recommendation letter from their parent/guardian for the Early Admission program. Early Admission students must maintain full-time status, 12 credit hours per semester, **Fall and Spring terms only**. In addition, students must maintain a 2.0-term GPA in college-level work. **If a student enrolls in the Early Admission program, the Fall and Spring will be the conclusion of the Dual Enrollment and Early Admission program at Palm Beach State College.**
3. **Career Certificate (CCP) Dual Enrollment/Early Admission:** Students in grade 10-12 can enroll in an eligible CCP that leads to a [state approved certification](#). All program requirements must be met, including placement testing/TABE exam.

PEP students taking dual enrollment courses must enroll in academic courses that count toward the completion of a high school program. The student must meet all entry requirements, including satisfactory test scores and prerequisites for any course. Furthermore, the student must make a grade of “C” or better in all dual enrollment courses to continue in the Dual Enrollment program.

Courses: Dual enrolled students may not enroll in physical education courses, college preparatory courses, courses less than three credit hours unless they are co-requisites of an approved course such as a science and the corresponding lab. The *High School Subject Equivalency List* is located online at www.fldoe.org/articulation/pad/DEList.pdf.

Appeals process: Appeals are submitted to the college-wide Appeals Committee. Considerations and exceptions are made on a case by case basis and by following the Florida Statutes and Rules. For an appeal to be considered, the student may submit a letter of appeal explaining extenuating circumstances and providing documentation to support the case. Documentation shall include a student’s transcript, test scores (SAT, ACT, PERT, or TABE for PSAV programs), high school portfolio, if applicable, auditions, letters of recommendation, and evidence of dual enrollment counseling. The decisions of the Appeals Committee are final.

IMPORTANT: Please read the information on page 2 of this form. Your signature indicates that you have read and understand the eligibility criteria for the PEP Dual Enrollment Program at Palm Beach State College.

- Students taking dual enrollment courses are subject to the rules and regulations of Palm Beach State College as stated in the Catalog and Student Handbook, including a mandatory **Information/Advising session or Dual Enrollment Orientation**.
- At an institution of higher education, students are exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level where class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.
- Students of any age enrolled in a postsecondary institution have their rights under FERPA transferred to them. Records **MAY** be released only through express written permission by the student via the [FERPA Waiver](#). PBSC will not provide any information to a parent without the student’s consent of release.
- Dual enrollment students who receive withdrawals and/or a failing grade may have difficulty in meeting future admission requirements at colleges and universities including financial aid and scholarship opportunities.
- Dual enrollment students who receive a D or F in a course will not be allowed to enroll in future dual enrollment courses at Palm Beach State College.
- Resources and services are available for students with disabilities. The Center for Student Accessibility (CSA) assists students in obtaining reasonable accommodations. The student will submit copies of the documentation prior to the beginning of the term (at least three weeks prior to date of requested services) verifying the disability and facilitate contact with the Center for Student Accessibility (CSA) at PBSC: www.palmbeachstate.edu/csa
- Dual Enrollment students who withdraw from a class will not be allowed to enroll the following semester. To re- enroll in the Dual Enrollment program (after one semester) students must appeal to the Dual Enrollment Office: <https://www.palmbeachstate.edu/dualenroll/counselor-resources.aspx>
- Instructional materials assigned and required for use within dual enrollment courses shall be made available by PBSC for PEP students at no charge to the student.
- PEP students who dual enroll are responsible for fees other than tuition, including, without limitation, consumables, kits, fines, transportation, etc.
- **Students must reside in Palm Beach County.**



Palm Beach State College
Personalized Education Plan (PEP) Students
DUAL ENROLLMENT/ EARLY ADMISSION
ARTICULATION AGREEMENT



Student Information – Please Print

Student Name (First and Last): _____ Phone: _____

Residential Address: _____ City: _____ State: _____ Zip: _____

Palm Beach State College Student ID Number: _____ Date of Birth: _____

Academic Year of Enrollment (i.e. 2024-2025): _____

You can review the academic calendar for the current academic year: <https://www.palmbeachstate.edu/AcademicCalendar/default.aspx>

IMPORTANT: Please read the information on page 1 of this form. Your signature indicates that you have read and understand the eligibility criteria for the PEP Education Dual Enrollment Program at Palm Beach State College.

"Personalized education program" means the sequentially progressive instruction of a student directed by his or her parent to satisfy the attendance requirements of ss. 1003.01(13) and 1003.21(1), F.S., while registered with an eligible nonprofit scholarship-funding organization pursuant to s. 1002.395, F.S. A personalized education student shall be provided the same flexibility and opportunities as provided in s. 1002.41(3)-(12).

To comply with the above-stated Florida Statutes, Personalized Education Plan (PEP) students who reside in Palm Beach County must submit proof of enrollment in a PEP.

PROOF OF PERSONALIZED EDUCATION PLAN ENROLLMENT

The above-named student must provide their Personalized Education Program (PEP) Scholarship Award Letter for the current academic year in addition to this articulation agreement. The letter can be found in the student’s scholarship portal. A screenshot from the scholarship portal can be accepted with the following conditions:

- The PEP Scholarship Award Letter/Portal Screenshot must include:
 - Student’s full name
 - Academic Year
 - Award Identification Number.

No other documentation will be accepted as proof of enrollment in a PEP.

RECOMMENDATION OF PARENT/GUARDIAN

The undersigned certifies that the student listed above is enrolled in a Personalized Education Plan (PEP) as defined in section 1002.01, Florida Statutes and will provide proof of enrollment in a PEP. This agreement must be renewed each [academic year](#).

 Parent/Guardian Name (Print) Relationship to student Signature Date

 Student Name (Print) Student Signature Date

- Student Handbook www.palmbeachstate.edu/studenthandbook/
 Workday: <https://www.myworkday.com/palmbeachstate/login-saml2.html>
 Dual Enrollment Resources: <https://www.palmbeachstate.edu/dualenroll/counselor-resources.aspx>
 Steps & Eligibility: <https://www.palmbeachstate.edu/dualenroll/steps.aspx>
 Center for Student Accessibility: <https://www.palmbeachstate.edu/CSA/>
 Dual Enrollment Gen Ed Courses: <https://www.palmbeachstate.edu/dualenroll/advising-guide.aspx>
 FL Dual Enrollment Transfer Guarantees Info: <https://info.fl DOE.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf>

The Florida law that authorizes exemption of tuition and fees to Personalized Education Plan students participating in Dual Enrollment mandates Personalized Education Plan students be in compliance with all requirements set forth in sections 1007.27(4), 1007.271(10), and 1002.41, Florida Statutes.