

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

2022-2024

**DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA,
PALM BEACH STATE COLLEGE, AND
FLORIDA ATLANTIC UNIVERSITY**

The following Dual Enrollment Articulation Agreement is between the School Board of Palm Beach County, Florida, Palm Beach State College, and Florida Atlantic University, pursuant to FS1007.271 and FS1003.493. The Agreement is effective July 1, 2022, through June 30, 2024. The Dual Enrollment Articulation Committee meets to discuss revisions and additions that would enhance the dual enrollment process for students. Upon Committee approval, the Agreement is sent to each institution's legal counsel, president, and/or Board for approval.

The Agreement is posted on the website of each member's institution. If any of the members wish to recommend a change or termination 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, Florida

PBSC: Palm Beach State College

FAU: Florida Atlantic University

Dual Enrollment Articulation Committee Members:

SBPBC

Dr. Glenda Sheffield	Chief Academic Officer
Diana Fedderman	Assistant Superintendent, Teaching and Learning
Dr. Cheryl Bottini	Program Planner, Home Education
Dr. Jeraline Johnson	Director, Choice and Career Options
Jan Aurand	Program Planner, Middle School Counseling
Stephen Kaplan	Program Planner, Elementary School Counseling

PBSC

Dr. Peter Barbatis	Vice President, Student Services and Enrollment Management
Dr. Stephen Joyner	Assoc Vice President, Student Services and Retention
Susan Caldwell	Associate Dean, Academic Affairs, Lake Worth Campus
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Clarissa May	Academic Coordinator
Ronnie Malave	Interim Dean, Student Services, Lake Worth Campus
Dr. Peter Biegel	Interim College Registrar/Dual Enrollment
Dr. Tunjatnika Coleman-Ferrell	Interim Vice President, Academic Affairs
Richard White	Interim Associate Dean, Humanities
Edward Willey	Dean, Health Sciences
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FAU

Dr. Russell Ivy	Senior Associate Provost
Debra Szabo	Director, Assessment, Accreditation, and Articulations
Dr. Brian Hodge	University Registrar
Samara Taylor	Assistant University Registrar
Maura Flaschner	Executive Director of Undergraduate Admissions

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1. Ratification or modification of all existing articulation agreements

A. 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/students_parents/school_choice/career_and_technical_education/articulation_agreements
- 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 academies

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.
- The courses found at https://www.palmbeachschools.org/students_parents/school_choice/career_and_technical_education/articulation_agreements can be applied to the applicable programs listed in the Agreement.

3. **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 and FAU 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/students_parents/school_choice/career_and_technical_education/articulation_agreements, 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.

Procedures for development of individual program agreements will be established by the Vice President of Academic Affairs of PBSC and the Assistant Superintendent Career and Technical Education Program for the SBPBC, who will 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.

The website www.palmbeachschools.org/9044CE/resources.asp contains the Career Pathways courses.

B. Home Education:

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

PBSC:

<https://www.palmbeachstate.edu/dualenroll/documents/Home-Education-Legal-Compliance.pdf>

FAU:

https://www.fau.edu/registrar/pdf/Non-publicStudentFormsUpdated_01042022.pdf

C. 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 Educational Services 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 Educational Services 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:
 - o Uniforms
 - o Meals
 - o Laundry service
 - o Transportation
 - o School accident insurance or evidence of such insurance protection
 - o 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 program, please go to <http://www.palmbeachstate.edu/dualenroll/>.

- D. **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.

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 PBSC advisor.

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

A. Courses:

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

A delineation of high school credits earned for completion of each dual enrollment course is available

at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078403-statewide-postsecondary-articulation-manual.pdf>. 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. Unlike dual enrolled students, early admission students may enroll in one or two credit hour courses if required by the post-secondary 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. 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 at the end of each semester.

F. 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.

G. Other Criteria at PBSC:

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

PBSC and SBPBC mutually agree to extend dual enrollment participation in Intro to the College Experience (SLS1501) or other approved SLS course to second semester 12th grade students who do not meet the statutory eligibility requirements. To participate, a student must have a minimum unweighted GPA of 2.75, a college-ready Reading placement score.

H. Exceptions:

For exceptional circumstances, students should follow the FAU or PBSC appeals process for dual enrolled students. 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 post-secondary educational objectives using www.floridashines.org automated advisement system. A delineation of the process by which students and their parents/guardians exercise their option to participate in Articulated Acceleration Programs is as follows:

- Students meet with their school counselor.
- School counselors approve eligible students, with parental/guardian permission, for accelerated programs.
- In the case of school-managed accelerated programs, the school counselor oversees the registration of eligible students for the appropriate classes.
- With parental/guardian permission, the school principal or principal's designee, with parental/guardian permission, completes and approves the appropriate forms allowing the students to enroll at PBSC or FAU. A total of eight (8) credit hours are allowed, regardless of the number of institutions attended. A total of four (4) credit hours are allowed at FAU during the summer semester, regardless of the number of institutions attended. Therefore, during summer term, a student may take up to four (4) semester hours at FAU and any additional semester hours up to a total of eight (8) semester hours at PBSC, or a student may take up to eight (8) semester hours at PBSC only while taking no classes at FAU.

- PBSC or FAU oversees the registration of the student into the approved dual enrollment course(s).
- Students must receive high school permission to withdraw from a dual enrollment course, as indicated on the withdrawal form.
- Home Education students submit a Dual Enrollment Articulation Agreement form for each term they enroll. The form is validated by the SBPBC Home Education Office before the parent/student submits it to the Dual Enrollment Office.

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 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, 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, PSAT, or all sections of a recognized college placement test and meet the minimum scores for college readiness as determined by FAC 6A-10.0315.
- Students in grades 10-12 who are dual enrolling at PBSC and who are deficient in basic competencies in reading, writing, or mathematics, as determined by scores on the ACT, SAT, PERT, ACCUPLACER, or PSAT may enroll in college credit courses not precluded by the deficiency. Students may not earn more than twelve (12) credits before the correction of all deficiencies. Students in grades 6-9 must meet proficiency in reading,

writing, **and** mathematics as determined by scores on the ACT, SAT, PERT, ACCUPLACER, or PSAT.

- For students enrolling in mathematics coursework, who do not have an ACT/SAT score, Florida Atlantic University has adopted a mandatory math placement exam, known as **ALEKS**, for incoming students. FAU is not responsible for any fees related to this exam.
- Testing must be completed before enrollment. The student, parent, or guardian is responsible for all testing fees other than one free recognized college placement test at PBSC.

Upon completion of the 2023-2024 academic year, PBSC and SBPBC will review outcomes for students under the revised test requirements policy and will make an addendum to this agreement at either party's request to restore the requirement that students in grades 10-12 show college ready scores in all test areas prior to dual enrolling.

Students participating in these programs must maintain a 3.0 unweighted cumulative grade point average in all high school academic work, must earn a grade of "C" or better in each college-level course, and/or not withdraw from any college course to continue in the program. (Students who withdraw due to exceptional circumstances may appeal to their respective high school principal after one semester.) Semester hours for dual enrollment will be limited to eight (8) semester hours in each full fall term and spring term, and not to exceed a total of eight (8) semester hours in the summer term, regardless of the number of institutions attended, however only four (4) semester hours may be taken at FAU each summer.

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

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:

TABE test scores must be submitted before enrolling in a PBSC Career Certificate Program(CCP). The student or guardian is responsible for all testing fees.

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.

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

A delineation of high school credits earned for completion of each dual enrollment course is available at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078403-statewide-postsecondary-articulation-manual.pdf>. 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. See High School Guidelines for grade forgiveness for post-secondary coursework in the Student Progression Plan.
- Post-secondary economics courses at FAU and PBSC do not meet state economic high school graduation requirements.
- 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

There are no exceptions to the statutorily mandated GPA requirements and requirements outlined in this agreement.

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 post-secondary educational objectives through www.floridashines.org automated advisement system.

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

For SBPBC and charter school students:

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

For Home Education students:

- Home Education students submit a Dual Enrollment 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.

The SBPBC and PBSC mutually agree to extend dual enrollment participation in Student Life Skills (Introduction to College Experience (SLS1501) to second semester 12th grade students who do not meet all statutory eligibility requirements. The student must be High School Dual Enrollment age-eligible, have a 2.75 unweighted GPA, and an appropriate college-ready score in Reading.

B. Monitoring student progress in dual enrollment courses:

The school staff, Home Education administrators, PBSC, and FAU personnel 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 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

FAU Website: 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 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 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. This will ensure that all credentials required by PBSC or FAU 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 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, 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.

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. 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.
- **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 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, ensuring availability before scheduled administration dates. Completed, scored exams will be returned to PBSC and/or FAU (discipline) department 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 with the same course prefix and number. PBSC and FAU 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.

D. Monitoring and Observing Instructors:

PBSC and FAU department chairs 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).
- 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.
- 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 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. Analyses and recommendations shall be shared/reviewed with PBSC and/or FAU.

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 post-secondary educational objectives using 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. 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 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 submit a Dual Enrollment 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-Education-Legal-Compliance.pdf>

The school staff, Home Education administrators, PBSC, and FAU personnel 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 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.

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 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. 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.
- 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.
- 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.

- 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 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 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 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 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

- a. Pursuant to Fla. Stat. §448.095, Contractor agrees that it shall register with and use the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the work authorization status of all newly hired employees during the term of this contract or solicitation.
- b. Pursuant to Fla. Stat. §448.095, if Contractor enters into a contract with a subcontractor(s) for the labor, supplies or services provided under this contract or solicitation, Contractor must require that the subcontractor(s) provide it with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Contractor understands that it must maintain a copy of such affidavit for the duration of the contract or solicitation.
- c. If School Board has a good faith belief that the Contractor has knowingly violated Fla. Stat. §448.09, School Board shall terminate the contract with the Contractor. The Contractor is liable for

any additional costs incurred by the School Board as a result of a termination of this contract or solicitation pursuant to §448.095(2)(f).

d. If School Board has a good faith belief that a subcontractor(s) has knowingly violated §448.095, but Contractor has otherwise complied with this subsection, School Board shall promptly notify Contractor and order Contractor to immediately terminate the contract with the subcontractor(s).

18. Inspector General

In the event this agreement involves a purchase in accordance with Policy 6.14, FAU and PBSC 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. FAU and PBSC's employees, vendors, officers and agents 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 understands, acknowledges and agrees to abide by School Board Policy 1.092.

19. FERPA

FAU and PBSC 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.

APPENDIX A

ACRONYMS

ALEKS	Assessment and Learning in Knowledge Spaces
CASI	Council on Accreditation and School Improvement
CCP	Career Certificate Programs
FAU	Florida Atlantic University
FDOE	Florida Department of Education
FTE	Full Time Equivalent
GPA	Grade Point Average (unweighted)
HPA	Honors Grade Point Average (weighted)
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

Dual Enrollment/Early Admissions 2022-24 Palm Beach State College 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: _____
 3300 Forest Hill Blvd., Suite C-223

City, State, Zip: _____
 West Palm Beach, FL 33406

Contact Person(s): _____
 Diana Fedderman

Telephone Number: _____
 561-357-5989

Email Address: _____
 diana.fedderman@palmbeachschools.org

Print Name: Diana Fedderman Signature: _____

Title: Assistant Superintendent Date: _____

APPENDIX C

Dual Enrollment/Early Admissions 2022-24 Florida Atlantic University 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:	_____
	3300 Forest Hill Blvd., Suite C-223
City, State,Zip:	_____
	West Palm Beach, FL 33406
Contact Person(s):	_____
	Diana Fedderman
Telephone Number:	_____
	561-357-5989
Email Address:	_____
	diana.fedderman@palmbeachschools.org

The signature below indicates authority to act on behalf of the organization.

Print Name: Diana Fedderman Signature: _____

Title: Assistant Superintendent Date: _____

AND BE IT FURTHER RESOLVED that this Agreement shall commence on July 1, 2022 and shall continue through June 30, 2024. 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 DISTRICT BOARD OF TRUSTEES OF PALM BEACH STATE COLLEGE

THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

FLORIDA ATLANTIC UNIVERSITY

Date:

Date:

Date:

By:

By:

By:

Carolyn L. Williams
Chairperson

Frank A. Barbieri, Jr. Esq.
Chairperson

ATTEST:

ATTEST:

ATTEST:

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

APPROVED AS TO LEGAL SUFFICIENCY:

APPROVED AS TO FORM LEGALITY:

Kimberly Hall 5/24/2022

Kevin Fernander
General Counsel