

# DUAL ENROLLMENT ARTICULATION AGREEMENT

Private Schools and Board of Trustees of Palm Beach State College

*2022-2024*

**Dual Enrollment Private School  
Articulation Agreement  
Palm Beach State  
College**

The following Dual Enrollment Articulation Agreement is between Palm Beach State College and the private schools listed in this agreement.

Florida Statute, as defined in 1007.271 requires that Palm Beach State College and eligible nonpublic (private) schools in its geographic service area who are interested in participating in Dual Enrollment to enter into a private school articulation agreement each year to verify eligibility prior to enrolling students for dual enrollment. The Agreement is effected **July 1, 2022 through June 30, 2024**.

**Instructions to school:**

- 1) **Please sign Appendix B: Page 17-** Billing Agreement
- 2) **Please sign Appendix C: Page 18 -** Non-Public (Private) High School Statement of Legal Compliance. Private school schools shall submit a Statement of Legal Compliance form each year to verify eligibility prior to referring students for dual enrollment. The private school must be in compliance with Florida Statute s. 1002.42(2) and provides a secondary curriculum pursuant to Florida Statute 1003.4282.

**Please see list of schools in Page 2.**

***Signature of Palm Beach State Administrator:***

Stephen E. Joyner

\_\_\_\_\_  
Name of Administrator (Palm Beach State College)

Associate Vice President, Enrollment & Retention

\_\_\_\_\_  
Title

7/26/2022

\_\_\_\_\_  
Date



Signature of Administrator (PBSC)

***Private school representative(s): please sign pages 14 and 15.***

**PRIVATE SCHOOL NAME**

Academic High School for the Arts  
American Heritage School, Palm Beach Campus  
American High School  
American Worldwide Academy  
Atlantic Christian Academy  
Atlantis Academy - Palm Beaches  
Baldwin Preparatory School  
Belle Glade Christian Academy  
Berean Christian School  
Boca Raton Academy  
Boca Raton Christian School  
Cardinal Newman High School  
CHEC School  
Coastal Middle/Senior High School  
Dibacco School, Inc  
Donna Klein Jewish Academy  
Education Place  
Educators Inc. Private Christian  
Forest Hill Christian Academy  
Garden of Sahaba Academy  
Glades Day School  
Goliath Academy  
Grandview Preparatory School  
Greenacres Christian Academy  
Hadar High School for Girls  
Highlands Christian Academy  
Jupiter Christian School  
Katz Yeshiva High School of South Florida  
Kentwood Preparatory  
Lake Worth Christian School  
Matlock Preparatory Academy  
New Haven School  
New Horizon Academy

Oakstone Academy Palm Beach  
Oxbridge Academy of the Palm Beaches  
Palm Beach Academy  
Paolo Prep Academy  
Potentia Academy  
Providence Education Group  
Providence Pass Preparatory School  
S.A.T. Virtual Resource Center  
Saint Andrews School  
Saint John Paul II Academy  
SALT Academy  
Score Academy - Boca Raton  
Score Academy - Palm Beach Gardens  
Score Academy - Wellington  
Score at the Top Palm Beach LLC  
SEK Boca Prep International School  
Slam Boca Charter School  
SLAM Palm Beach  
Smart Horizons Career Online  
Southwide Academy  
The Batt School  
The Benjamin School  
The Harid Conservatory  
The King's Academy  
The Learning Foundation of Florida, Inc.  
The Oaks Private School  
The Open Doorway Inc  
The Pine School  
The Shepherd's School  
The Wilson Academy  
Trinity Christian Academy  
Turtle River Montessori  
Valor Academy Inc  
Wellington Christian School

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Palm Beach State College requires that all private schools interested in having their students participate in the dual enrollment program must be in full compliance with this agreement.

**1. Courses and programs available to students eligible to participate in dual enrollment**

Students may enroll in postsecondary courses creditable toward an associate degree, baccalaureate degree, or a vocational certificate. Students enrolled in postsecondary instruction that is not creditable toward the high school diploma shall not be classified as dual enrollment. Students shall be permitted to enroll in dual enrollment courses conducted during the secondary school hours, after the secondary school hours, and during the summer term at the end of their senior year. Credits earned by dual enrollment will be applied to the student’s transcript at the respective high school and post-secondary institution.

Per Florida Statute 1007.271:

- Dual enrollment courses taught on a high school campus may not be combined with any noncollege credit high school course.
- Eligible students enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment (example: summer term after senior year).

**A. Courses:**

All courses that meet the terms and conditions of courses that are offered by PBSC 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 co-requisite courses required by PBSC, the courses must be taken simultaneously. All college courses to be taken by high school students must have their signature and receive approval from the student’s principal or principal’s designee as well as the student’s parent/guardian signature on the *PALM BEACH STATE COLLEGE DUAL ENROLLMENT AUTHORIZATION FORM*

All courses must be at least three (3) credits and be taken for a letter grade, not Pass/Fail or Satisfactory/Unsatisfactory.

**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 dual enrollment.

**2. Student eligibility requirements for participation in the dual enrollment program**

**A. Criteria for Palm Beach State College Dual Enrollment:**

- 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. All other dual enrollment requirements must also be met.
- Students who have completed the high school freshman year (9<sup>th</sup> grade) and achieved a 3.0 unweighted cumulative high school grade point average (GPA).
- Demonstration readiness for college-level coursework. All students must take the ACT, SAT, PERT, ACCUPLACER, PSAT/NMSQT (PSAT 10), PreACT or all sections of a recognized college placement test and meet the minimum scores for college readiness as determined by FAC 6A-10.0315.

SAT, The College Board	Standard Score
Reading Test	24
Writing and Language Test	25
Math Test	24

<b>PSAT/NMSQT (PSAT 10), The College Board</b>	<b>Standard Score</b>
Reading Test	24
Writing and Language Test	25
Mathematics Test	24
<b>Florida Postsecondary Education Readiness Test (PERT)</b>	<b>Standard Score</b>
Reading	106
Writing	103
Mathematics	114
<b>Next-Generation ACCUPLACER, The College Board</b>	<b>Standard Score</b>
Quantitative Reasoning, Algebra, and Statistics (QAS)	242
Reading	245
Writing	245
<b>ACT with Writing or ACT, Inc.</b>	<b>Standard Score</b>
Reading	19
English	17
Mathematics	19
<b>PreACT®</b>	<b>Standard Score</b>
Reading	22
English	18
Mathematics	22

- 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.
- Testing must be completed prior to enrollment. The student or parent/guardian is responsible for all testing fees other than one free recognized college placement test at PBSC.
- 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.

Students participating in these programs must maintain a 3.0 cumulative grade point average in other 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. 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 (8) semester hours in the summer term, regardless of the number of institutions attended. The Private school is responsible for predetermining student eligibility.

All courses must be at least three (3) credits and be taken for a letter grade, not Pass/Fail or Satisfactory/Unsatisfactory.

Dual enrollment students who receive a “D” 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.

Students earning a low grade or “W” in a dual enrollment course may have difficulty in meeting

future college admissions requirements and the qualifications for financial aid/scholarships, including the Florida Bright Futures Scholarship. Students who withdraw due to exceptional circumstances may appeal to their respective high school principal after one semester from any college course to continue in the program.

Students through PBSC's online record system may access grades. In addition, a grade roster is sent to each high school enrollment principal/designee at the end of each semester.

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

• **Palm Beach State College Career and Technical Course Eligibility:**

**Testing requirement.** 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. Student qualifications must demonstrate readiness for vocational-level coursework if the student is to be enrolled in vocational courses.

**GPA requirement.** The high school principal or designee shall validate that the student meets the grade point average requirement and grade level criteria. Qualifications for CCP dual enrollment courses must include a 2.0 unweighted cumulative grade point average.

- **Criteria.** 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.
- Both parties agree to:
  - Follow Career Certificate Dual Enrollment Program guidelines
  - 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
- **Exceptions:**  
For any other exceptional circumstances, students should follow the PBSC appeals process for dual enrolled students.

**C. Early Admission (full-time postsecondary 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 early admission, students must maintain a 2.0 term grade point average in college level work (18-credit option students must meet GPA/letter grade requirements of their selected graduation option). See PBSC Early Admission website for other criteria.

Early admission students are allowed to continue in the program as long as their term GPA is

a minimum of 2.0 per term. In this case, a “D” or “F” grade may be repeated for grade forgiveness with permission from the high school principal/dual enrollment designee.

**D. Other Criteria**

First-time Dual Enrollment and Early Admission students must complete a mandatory Orientation session offered by PBSC and sign Palm Beach State College’s Dual Enrollment Agreement (agreeing to the terms and conditions of the program) prior to registering.

PBSC and private school 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 and a college-ready Reading placement score.

**3. Instructional materials and transportation.**

What is considered instructional materials? Printed (textbooks) or digital format materials, including digital access codes. With the implementation of Senate Bill 2524 which became effective July 1st, private school and Home School students cannot be charged for instructional materials. Instructional materials do not include personal materials consumed by the students such as pens, paper, scantrons, notebooks or materials that remain in the possession of the student following completion of the course, such as goggles, lab coats, art kits and clickers. Student must be responsible for his or her own transportation unless provided for otherwise.

Private school students and home education students may obtain instructional materials at no cost by following the procedures in Palm Beach State College bookstore website, prior to beginning of the term: [www.palmbeachstate.edu/bookstore/dual-enrollment.aspx](http://www.palmbeachstate.edu/bookstore/dual-enrollment.aspx)

Beginning in the 2021 fall term, eligible post-secondary institutions can be reimbursed for tuition and related instructional materials to the extent that State appropriations are available to cover the cost taken by private school students during the fall or spring terms. Effective 2022 summer term, reimbursement for eligible institutions will include private school secondary students.

Transportation to attend courses offered on any of the Palm Beach State College campuses shall be the responsibility of the student and/or the student’s parent(s) guardian(s), or the private school. All costs relating to the purchase of parking decals/fees are the responsibility of the dual enrollment students. [www.palmbeachstate.edu/security/traffic-parking.aspx](http://www.palmbeachstate.edu/security/traffic-parking.aspx)

**4. High school credit earned for the passage of each dual enrollment course**

The private school must award equivalent high school credits earned through dual enrollment to meet high school graduation requirements. The Florida Department of Education’s Dual Enrollment Course High School Subject Area Equivalency List (link below) identifies postsecondary courses to meet high school graduation requirements, based on mastery of course outcomes, by their course numbers. Per Florida Statute, all high schools shall accept these postsecondary education courses toward meeting high school graduation requirements.

([www.fldoe.org/schools/higher-ed/fl-college-system/academic-student-affairs/dual-enrollment.shtml](http://www.fldoe.org/schools/higher-ed/fl-college-system/academic-student-affairs/dual-enrollment.shtml)). The private school may set its own equivalency for courses not on the list.



## 5. Cost of Tuition

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

#### **Tuition and other fees:**

According to Florida Statute 1007.271 any student enrolled as a dual enrollment student is exempt from the payment of registration, tuition and laboratory fees. The private school attests that costs associated with tuition and fees, including registration and laboratory fees, will not be charged to the student.

#### **Testing fees:**

PBSC will offer one free recognized college placement test to each eligible high school student.

### B. Institution or Private School Responsibility for Tuition and Fees Related to Dual Enrollment/Early Admission Courses and Programs.

The Legislature finds and declares that dual enrollment is an integral part of the education system in this state and should be available for all eligible secondary students without cost to the student. There is established the Dual Enrollment Scholarship Program to support post-secondary institutions in providing dual enrollment.

The Governor of Florida signed into law SB 52 (2021) and created Section 1009.30, Florida Statute (FS) states:

#### Dual Enrollment Scholarship Program

Private school and Home School students cannot be charged for instructional materials.

Beginning in the 2021 fall term, eligible post-secondary institutions can be reimbursed for tuition and related instructional materials to the extent that State appropriations are available to cover the cost taken by private school students during the fall or spring terms. Effective 2022 summer term, reimbursement for eligible institutions will include private school secondary students. Students shall not be charged for tuition nor instructional materials.

Reimbursement for dual enrollment courses is contingent upon an appropriation in the General Appropriations Act each year. In the case that the statewide reimbursement amount is greater than the appropriation, the institutional reimbursement amounts shall be prorated among the institutions that have reported eligible students to the department by the deadlines.

Palm Beach State College will initially submit for reimbursement to the state for students who are enrolled in those courses/programs as of the last day of add/drop in the term. (Students who withdraw after add/drop will have a transcript record indicating withdrawal.)

**If allocated funds do not cover the cost of dual enrollment tuition and instructional materials, the private school will be billed for the outstanding amount at the standard tuition rate, \$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 (for CCP courses) at Palm Beach State College (PBSC), regardless of student performance and/or class attendance.**

## 6. Process for informing students and their parents of college-level course expectations

Students will be provided a statement (Dual Enrollment Agreement) of the following description of Dual Enrollment, and student and parent/guardian must acknowledge receipt and understanding of the information.

Participating in dual enrollment or early admissions is a critical decision with both academic and financial implications. It is important that students and their families be informed of expectations, risk and obligations. In addition, expectations, risks and obligations are shared on dual enrollment brochures, PBSC websites, during counselor/advisor meetings, and other college- readiness workshops. Moreover, specific expectations regarding assignments and grading are indicated on the class syllabus for each course.

The school and PBSC will provide the following information 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 that 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.
- All grades are calculated in a student’s GPA and will appear on his/her official transcript.
- All grades, including “W” for withdrawal, become a part of the student’s permanent college transcript and may affect subsequent postsecondary admission.
- Dual enrollment students who withdraw or are withdrawn from a course after add/drop period will not be allowed to continue in the program. Exceptional circumstances may appeal their respecting high school principal after one semester.
- Students/parents should consult a college academic advisor regarding the selection of courses to meet degree requirements or for transfer to a specific course of study at another institution.
- Students who receive a “D” or lower in any course at PBSC 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. Grade forgiveness policies for postsecondary courses vary by institution. See PBSC catalog for specific regulations.
- Early admission students are allowed to continue in the program as long as their postsecondary term GPA is a minimum of 2.0 In this case, a student may repeat the course in which a “D” or “F” grade was earned 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 in meeting future college admissions requirements and the qualifications for financial aid/scholarships, including the Florida Bright Futures Scholarship.
- Students participating in these programs must maintain a 3.0 cumulative grade point

average in other high school academic work and must earn a 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 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.

- All credit courses must be at least three (3) credits and be taken for a letter grade, not Pass/Fail or Satisfactory/Unsatisfactory.
- A college campus is open to the public and is not subject to the same restricted access protocols of most secondary schools. Parents and guardians must determine the student’s readiness to function safely in this environment.

## 7. Registration policies for dual enrollment courses

### A. How students are screened for dual enrollment eligibility prior to enrolling in dual enrollment course:

Students and their parents/guardians are encouraged to develop the student’s education plan and postsecondary educational objectives. 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 dual enrollment/early admission programs.
- The school principal or principal’s designee, with parental/guardian permission, completes and approves the appropriate forms allowing the students to enroll at PBSC. A total of eight credit hours are allowed, **regardless of the number of institutions attended.**
- PBSC oversees the registration of the student into the approved dual enrollment course(s).
  - Student will submit test scores, Dual Enrollment Agreement, Dual Enrollment Authorization form, proof of GPA and other forms via the approved online portal.
  - PBSC will approve the courses by applying the appropriate overrides in the student’s PBSC account.
  - Students will then register for appropriate courses via their student account.
- Students must receive high school permission to withdraw from a dual enrollment course, as indicated on the withdrawal form available to the counselors on PBSC’s Dual Enrollment website, under “forms”. School must fully advise students of the ramifications from changes in enrollment.

## 8. Dual Enrolled High School Students with Disabilities:

The Center for Student Accessibility (CSA) assists students in obtaining reasonable accommodations such as sign language interpretation, alternative media accommodations, scribe services (depending on the symptoms and severity of the student’s disability), furniture accommodations, parking accommodations and others listed in the CSA website: [www.palmbeachstate.edu/CSA](http://www.palmbeachstate.edu/CSA) . If a dual-enrolled high school student wants to request accommodations for a disability, the following procedures will apply:

- 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](http://www.palmbeachstate.edu/csa)
- The student will meet with post-secondary staff from the departments listed above to review documentation and reasonable accommodations arranged.

**9. Exceptions to the professional rules, guidelines, and expectations stated in the faculty or adjunct handbook for the postsecondary institution**

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

PBSC is responsible for ensuring that the curriculum and assessment procedures in dual enrollment courses 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. Its standards apply, regardless of whether the dual enrollment courses are taught on PBSC or the high school campus. PBSC will provide dual enrollment instructors a copy of course objectives, requirements, and learning outcomes prior to the beginning of the semester. PBSC require that all dual enrollment instructors meet or exceed the minimum qualifications established by SACS-COC.

**B. Staffing of Instructors:**

All dual enrollment courses will be taught by PBSC credentialed instructors whether at a PBSC or on a high school campus. This will ensure that all credentials required by PBSC are met and that appropriate staff is selected and hired.

Criteria are the same for all faculty/instructors teaching postsecondary courses regardless of the location of the class (i.e., college campus, high school campus, or satellite site.) PBSC are responsible for ensuring that all dual enrollment/early admission courses are taught by qualified faculty.

For SACS-COC accreditation purposes, postsecondary transcript of a full-time or adjunct faculty teaching dual enrollment and early admissions courses must be on file with PBSC regardless of who actually employs them or pays their salary. It is the responsibility of the faculty to request official faculty credentials and transcript be sent to PBSC Human Resources.

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

All full-time and adjunct faculty teaching dual enrollment and early admission classes shall be observed by a college faculty member or administrator for the purposes of verifying that the college teaching standards and course requirements are met. The same as for all other PBSC full-time and/or adjunct faculty will be used.

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

PBSC ensures 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 or the high school campus, its standards apply. PBSC provides dual enrollment instructors a copy of course objectives, requirements, and learning outcomes before the beginning of the semester. PBSC requires that all dual enrollment instructors meet or exceed the minimum qualifications established by SACS-COC.

- Course Content: All courses as a part of dual enrollment and early admission must meet the postsecondary course content requirement as 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 course outline, plans, and objectives for the PBSC course they are teaching. In addition, they will be provided with

additional requirements for Gordon Rule course 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 prior to the start of each term. Content of the syllabus must meet the same criteria (checklist for PBSC) as required for all PBSC courses.
- **Final Exam:** (a) Dual enrollment courses taught on the high school campus must meet all competencies expected and outlines in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes in accordance with the Southern Association of Colleges and Schools Commission on Colleges’ Principles of Accreditation: Foundations for Quality Enhancement. Assessments shall be provided to the high school campus dual enrollment course instructor by the college in a timely manner to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to the postsecondary institution and held on file for a period of 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 postsecondary courses at PBSC with the same course prefix and number. PBSC will advise the private school of instructional material requirements as soon as that information becomes available
- **Test and Assignments:** Course requirements in terms of test, papers, or other assignment for dual enrollment and early admission students must be at the same level, rigor of depth as those for all non-dual enrollment and/or early admission postsecondary students.
- **Grades:** All full-time and adjunct faculty teaching dual enrollment and early admission classes must observe college procedures and deadlines for submission of grade in appropriate format. All faculty will be advised of college-wide grading expectations and guidelines prior to teaching a dual enrollment and/or early admission course.
- **Course meetings:** All dual enrollment and early admission courses taught at high schoolcampuses must meet for the same total time as a class taught at PBSC.

**D. Monitoring and Observing Instructors:**

PBSC department chairs will observe and monitor all dual enrollment instructors who are employees of private school to ensure they are adhering to the requirements set forth in this checklist:

- The course outline and curriculum is being followed.
- The instructor is using PBSC required textbook(s).
- The course syllabus follows PBSC templates and has been submitted by the beginningof the drop/add period to PBSC 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 high school teacher (PBSC only)

PBSC 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 classes. Analyses and recommendations shall be shared/reviewed with PBSC.

Any course, discipline, college, or system-wide assessments that a postsecondary institution requires in a dual enrollment and/or early admission section of a course shall also be used in all

dual enrollment and early admission sections of the courses. 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 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 the school.

**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 a schoolteacher required to do so. The school is responsible for monitoring and approving hours worked and overtime which may result.

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

Atmosphere: Dual enrollment and early admission courses taught on a high school campus are expected to maintain a college-like atmosphere with minimal interruptions of instructional time. Student's behavior, which is disruptive to the learning environment, may result in that student's loss of dual enrollment and/or early admission eligibility. The student will be advised that they will be subjected to both the PBSC and private school disciplinary policy. 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:

- 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 transcripts.
- All grades including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary 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 the selection of courses to meet degree requirements or for 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 advisor as well as with their high school counselor to develop a postsecondary educational plan rather than enrolling in a random selection of college courses.

**10. Monitoring of student performance while participating in the dual enrollment program**

The high school staff and PBSC personnel monitor student's progress each term. The monitoring process includes the academic performance reports, enrollment and resignation holds, transcripts, and other forms of communication with students, parents and private school personnel.

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

Enrollment and registration hold may be placed on the student's account to prohibit schedule

changes outside of the add/drop period. Transcript and other forms of communication may be shared with students, parents and institutional personnel in compliance with FERPA and other applicable laws and regulations. All dual enrollment students must adhere to all student conduct policies in the PBSC student handbook.

**11. Responsibilities of Palm Beach State College regarding the transmission of student grades in dual enrollment courses to the private school**

At the end of each term, PBSC will provide a grade roster for each high school student enrolled in the Dual Enrollment program to the high school. The transcript is used to transmit the final grade that the student earned.

Grades may be accessed by students through PBSC's online record system.

**12. Process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

Students and parents are notified of the option to participate in Dual Enrollment through counselor presentations, school newsletters, in-school postsecondary opportunity presentations, school websites, dual enrollment publications, parent presentations, financial aid workshops, and the annual registration process.

## **Appendix A**

### **Acronyms**

<b>ALEKS</b>	Assessment and Learning in Knowledge Spaces
<b>CASI</b>	Council on Accreditation and School Improvement
<b>CCP</b>	Career Certificate Programs
<b>FDOE</b>	Florida Department of Education
<b>FTE</b>	Full Time Equivalent
<b>GPA</b>	Grade Point Average (unweighted)
<b>HPA</b>	Honors Grade Point Average (weighted)
<b>PBSC</b>	Palm Beach State College
<b>PERT</b>	Post-Secondary Education Readiness Test
<b>SACSCOC</b>	Southern Association of Colleges and Schools Commission on Colleges
<b>SLS</b>	Student Life Skills
<b>TABE</b>	Test of Adult Basic Education



Appendix B

Palm Beach State College Dual Enrollment and Early Admission Program  
2022-24 Billing Agreement

The Governor of Florida signed into law SB 52 (2021) and created Section 1009.30, Florida Statute (FS) states:

Dual Enrollment Scholarship Program

Beginning in the 2021 fall term, eligible post-secondary institutions can be reimbursed for tuition and related instructional materials to the extent that State appropriations are available to cover the cost taken by private school students during the fall or spring terms. Effective 2022 summer term, reimbursement for eligible institutions will include private school secondary students. Reimbursement for dual enrollment courses is contingent upon an appropriation in the General Appropriations Act each year. In the case that the statewide reimbursement amount is greater than the appropriation, the institutional reimbursement amounts shall be prorated among the institutions that have reported eligible students to the department by the deadlines.

**Palm Beach State College will initially submit for reimbursement to the state. If allocated funds do not cover the cost of dual enrollment tuition and instructional materials, the private school will be billed for the outstanding amount at the standard tuition rate, \$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 (for CCP courses) at Palm Beach State College (PBSC), regardless of student performance and/or class attendance.**

Verification of student’s eligibility is the responsibility of the Private School.

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

- A. PBSC will submit an invoice to the school for any unreimbursed amount. The private school representative noted herein must pay invoices within forty (40) days of receipt. Unpaid invoices may be referred for collection and the private school agrees to be liable for all collection fees and costs including all attorneys’ fees and court costs.

Private High School: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix C

Palm Beach State College Dual Enrollment and Early Admission Program  
Non-Public (Private) High School Statement of Legal Compliance

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Private School and Number Assigned by Florida Department of Education

\_\_\_\_\_  
Address of Institution (City / State / Zip Code)

\_\_\_\_\_  
Area Code / Telephone Number

\_\_\_\_\_  
Area Code / Fax Number

Palm Beach State College requires that Florida private school schools interested in participating in Dual Enrollment, as defined in 1007.271, Florida Statute shall submit a **Statement of Legal Compliance form each year to verify eligibility prior to referring students for dual enrollment. The private school must be in compliance with Florida Statute s. 1002.42(2) and provides a secondary curriculum pursuant to Florida Statute 1003.4282.**

This Agreement shall commence on July 1, 2022 and shall continue through June 30, 2024.

**IMPORTANT:** Your signature indicates that you have read and understood the eligibility criteria for the Non-Public High School; that you agree to submit payment upon billing, and that you agree to inform Palm Beach State College of any change to your program. The signature below is that of a person properly authorized to legally obligate the School.

I hereby certify that \_\_\_\_\_ is in compliance with the legal  
(Name of School)  
requirements set forth in the Florida Statutes, and that I have read and understood the eligibility criteria to participate in the Dual Enrollment program at Palm Beach State College.

\_\_\_\_\_  
(Print or type Name of School Administrator)

\_\_\_\_\_  
Signature of School Administrator

Return to Gerri Romero, Dual Enrollment Coordinator, Palm Beach State College to  
romerog@palmbeachstate.edu