

# 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

*2013-2014*



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ARTICULATION  
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**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, 2013, through June 30, 2014. The Dual Enrollment Articulation Committee meets a minimum of four times between September and March 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 web site of the 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**

Cheryl Allgood	Chief Academic Officer
Linda Carlidge	Principal, Suncoast High School
Mario Crocetti	Principal, Wellington Community High School
John Cunningham	High School Guidance Coordinator
Beth Gillespie	Program Planner, Home Education
Eunice Greenfield	High School Counseling Specialist
Dr. Joseph Lee	Assistant Superintendent
Peter Licata	Director, Choice and Career Options
Dr. Jeraline Marsh	Specialist, Criminal Justice/Data
Keith Oswald	Assistant Superintendent
Nancy Reese	Assistant Director, Single School Culture Initiatives (Safe Schools)

**PBSC**

Dr. Peter Barbatis	Vice President of Student Services and Enrollment Management
Susan Caldwell	Associate Dean, Academic Affairs, Lake Worth Campus
Kathleen Gamble	Academic Coordinator
Robin Johnson	Director of Recruitment and Dual Enrollment
Susan Lang	Director of Collegewide Student Programs
Penny McIsaac	Dean, Student Services, Lake Worth Campus
Edward Mueller	College Registrar
Dr. Sharon Sass	Vice President of Academic Affairs
Edward Willey	Dean, Academic Affairs, Palm Beach Gardens Campus

**FAU**

Jessica Brynes	High School Dual Enrollment Coordinator
Mary Edmunds	Associate Director of Admissions, Undergraduate
Jeffrey Hendricks	Associate University Registrar
Wendy Kutchner	Assistant VP of Enrollment Management and University Registrar
Dr. Barbara Pletcher	Director of Admissions

## Table of Contents

	<u>Page</u>
1. A ratification or modification of all existing articulation agreements .....	3
2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program .....	6
3. A delineation of courses and programs available to students eligible to participate in dual enrollment.....	7
4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program .....	10
5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.....	11
6. A delineation of the high school credit earned for the passage of each dual enrollment course.....	12
7. A description of the process for informing students and their parents of college-level course expectations .....	13
8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis .....	14
9. The registration policies for dual enrollment courses as determined by the postsecondary institution.....	14
10. Exceptions, if any to the professional rules, guidelines, and expectations started in the faculty or adjunct faculty handbook for the postsecondary institution .....	15
11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members .....	19
12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.....	19
13. The responsibilities of the Florida College System institution regarding the transmission of student grades in dual enrollment courses to the school district	20
14. A funding provision that delineates costs incurred by each entity. School districts should share funding to cover instructional and support costs incurred by the postsecondary institution .....	20
15. Any institutional responsibilities for student transportation, if provided .....	23
 <u>Appendix A: Acronyms</u> .....	 24

1. A ratification or modification of all existing articulation agreements

**A. Career Pathways:**

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

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

SBPBC, PBSC, and FAU 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:

- Web sites for Career Pathways Information  
[http://www.palmbeachschools.org/9044ce/pages/cte\\_resource\\_manual.asp](http://www.palmbeachschools.org/9044ce/pages/cte_resource_manual.asp)

<http://www.palmbeachstate.edu/prior-learning/career-pathwaystech-prep-articulation/default.aspx>

- Marketing materials, such as brochures and posters
- Training and awareness sessions for SBPBC and PBSC personnel
- Special efforts to orientate 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 [http://www.palmbeachschools.org/9044ce/pages/cte\\_resource\\_manual.asp](http://www.palmbeachschools.org/9044ce/pages/cte_resource_manual.asp) 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, PBSC, and FAU. The agreements will make clear, enhanced opportunities for admission to PBSC and FAU 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 will receive credit for college courses, as found at [http://www.palmbeachschools.org/9044ce/pages/cte\\_resource\\_manual.asp](http://www.palmbeachschools.org/9044ce/pages/cte_resource_manual.asp), which saves them time and money. These credits can assist students in graduating earlier at the postsecondary 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 of Safety and Learning Environment for 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 [http://www.palmbeachschools.org/9044ce/pages/cte\\_resource\\_manual.asp](http://www.palmbeachschools.org/9044ce/pages/cte_resource_manual.asp) contains the Career Pathways courses.

**B. Home Education:**

The Home Education Legal Compliance/Articulation Agreement may be found at: <http://www.palmbeachstate.edu/dualenroll/Documents/Legal-Compliance-Eligibility-Form.pdf>

**C. PSAV Dual Enrollment:**

THE PSAV DUAL ENROLLMENT ARTICULATION AGREEMENT, made and entered into by and between PBSC and SBPBC.

**W I T N E S S E T H**

WHEREAS, the parties hereto desire to enter into a contractual arrangement providing for the education and training of Dual Enrollment Students in the Cosmetology, Facial Specialty, Nail Technician, Heavy Equipment Mechanics and Welding Programs at PBSC, Belle Glade Campus.

WHEREAS, Palm Beach State College has undertaken to educate and train students in the Cosmetology, Facial Specialty, Nail Technician, Heavy Equipment Mechanics and Welding Programs in the discipline of Trade and Industrial Education at PBSC, Belle Glade Campus.

NOW, THEREFORE, it is agreed between the parties hereto as follows: The control of the program shall reside in the President of the Palm Beach State College with the assistance of the Dean of Educational Services in the disciplines of Cosmetology, Facial Specialty, Nail Technician, Heavy Equipment Mechanics and Welding at PBSC, Belle Glade Campus.

PBSC agrees to:

- Accept eligible students in the programs as regular enrollees of Palm Beach State at the Belle Glade Campus, subject to the rules and regulations of PBSC and Cosmetology, Facial Specialty, Nail Technician, Heavy Equipment Mechanics and Welding Programs (see #3.C, Vocational 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 at the Belle Glade Campus
- Cooperate with SBPBC staff in all matters pertaining to dual enrolled students in Cosmetology, Facial Specialty, Nail Technician, Heavy Equipment Mechanics and Welding Programs

SBPBC agrees to:

- Cooperate in the admission of students to PBSC
- Provide liaison between a designated staff of SBPBC and PBSC Dean of Trade and Industrial Education in the discipline of Cosmetology, Heavy Equipment Mechanics and Welding Programs.
- Cooperate with PBSC staff in all matters pertaining to dual enrolled students Cosmetology, Facial Specialty, Nail Technician, Heavy Equipment Mechanics and Welding Programs.

BOTH PARTIES agree to:

- Follow Vocational Dual Enrollment Program guidelines (see #3.C, Vocational Dual Enrollment Program, in this document).
- Require that each Cosmetology, Facial Specialty, Nail Technician, Heavy Equipment Mechanics and Welding student at his/her own expense provide the following:
  - Uniforms
  - Meals
  - Laundry service
  - Transportation
  - School accident insurance or evidence of such insurance protection
  - Special course fees

The Agreement shall continue for one (1) years from the date hereof unless sooner terminated as hereinafter provided and may be renewed at the end of one (1) years by the mutual consent of the parties hereto. In the event that either party desires to terminate the arrangement prior to the one (1) 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 or disability.

Program Information:

For more information on these PSAV program courses, please go to the following web links:

Cosmetology (5357)  
<http://www.palmbeachstate.edu/programs/cosmetology/>  
Facial Specialty (5355)  
<http://www.palmbeachstate.edu/programs/Facial/default.aspx>  
Nails Technician PSAV (5356)  
<http://www.palmbeachstate.edu/programs/NailTech/default.aspx>  
Heavy Equipment Mechanics (5456)  
<http://www.palmbeachstate.edu/programs/heavyequipmentmechanic/>  
Welding Technology (5460)  
<http://www.palmbeachstate.edu/programs/welding/>

PSAV Dual Enrollment Suggested Sequences:  
<http://www.palmbeachstate.edu/transfer/articulation/interinstitutional-articulationtech-prep/default.aspx>

**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. A description of the process by which students and their parents are informed about opportunities for student participation in 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. Advice in the selection of appropriate courses for the intended program objective is given through the high school guidance 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. Postsecondary Services:**

PBSC provides guidance services to home education, and public/charter school students and SBPBC/charter school 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 include, but are not limited to:

- Mandatory Information/Advising sessions
- 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 thereafter, typically in the fall and spring. Information is provided through counselor presentations and conferences, school newsletters, in-school and after-school postsecondary 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 postsecondary opportunities, and dual enrollment publications.

**3. A delineation of courses and programs available to students eligible to participate in dual enrollment**

The Dual Enrollment Program shall be the enrollment of an eligible secondary student in a postsecondary course 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 (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. 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 postsecondary institution, the faculty member will meet the postsecondary institution's credentialing requirements. Credits earned by dual enrollment will be applied to the student's transcript at the respective high school and post-secondary institution.

**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 co-requisite 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 [www.FLVC.org](http://www.FLVC.org) under "Degrees and Careers; Accelerated Credit Options; Dual Enrollment and Early Admissions Credit." The Dual Enrollment Course – High School Subject Area Equivalency List is subject to change by FDOE and the respective institutions. 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 that is 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 postsecondary 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.

**B. Electives:**

Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment. Three-credit (or equivalent) postsecondary courses taken through dual enrollment not listed shall be awarded 0.5 high school credits, either as an elective or as 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 postsecondary 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 certain 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 postsecondary 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 certain dual enrollment courses on the list are guaranteed high school elective credit.

**C. Vocational Dual Enrollment Program:**

The Vocational Dual Enrollment Program shall be provided by PBSC as a curricular option for secondary students in the Glades area of the county to pursue in order to earn a series of elective credits toward the high school diploma. However, vocational dual enrollment shall not supplant student acquisition of the diploma. Vocational 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 course work if the student is to be enrolled in vocational courses. Qualifications for PSAV dual enrollment courses must include a 2.0 unweighted cumulative grade point average.

**D. Early Admission:**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (12 minimum to 18 maximum credit hours) in courses that are creditable toward the high school diploma and associate and/or baccalaureate degree. Students must maintain full-time enrollment (12 credit hours) in order to continue their Early Admission status. Students seeking enrollment under Early Admission status must meet all eligibility requirements for dual enrollment listed within this document and meet 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 postsecondary institution.

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

Students participating in these programs must maintain a 3.0 cumulative grade point average in other high school academic work and must earn a grade of "C" or better in each college level course in order 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.

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 and be taken for a letter grade, not Pass/Fail or Satisfactory/Unsatisfactory.

Dual enrollment students who 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.

Early admission students are allowed to continue in the program as long as their term GPA is a minimum of 2.0. In this case, a "D" or "F" grade may be repeated for grade forgiveness with permission from the high school principal/dual enrollment designee.

Students earning a low grade or "W" in a dual enrollment course may find difficulty in meeting future college admissions requirements and the qualifications for financial aid/scholarships, including the Florida Bright Futures Scholarship. SBPBC, PBSC, and FAU 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.

Grades may be accessed by students through PBSC or FAU's online record system. In addition, a transcript of grades is 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 course or courses for which prerequisites have not been met. Students may only register for three College of Business courses – ECO 2013 Macroeconomic Principles, ECO 2023 Microeconomic Principles, 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.

**G. Other Criteria at PBSC:**

Students eligible to participate must attend a mandatory Information/Advising session held at PBSC prior to registering.

**H. Exceptions:**

The following are not eligible for dual enrollment at PBSC unless through a separate agreement as identified in this document: all Aviation Technology Flight (ATF) prefix courses, and all limited access programs.



For any other exceptional circumstances, students should follow FAU or PBSC appeals process for dual enrolled students.

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

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

Students and their parents/guardians are encouraged to develop the student's education plan and postsecondary educational objectives through the use of [www.FLVC.org](http://www.FLVC.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 high school counselor.
- High 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.
- The high 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.
- 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:**

In the event that a dual-enrolled high school student wants to request accommodations for a disability (based on an Individualized Educational Plan or a 504 Plan), the following procedures will apply:

- SBPBC will provide the student with copies of the documentation verifying the disability and facilitate contact with Disability Support Services (DSS) at PBSC or the Office for Students with Disabilities (OSD) at FAU.
- The student will meet with postsecondary staff from the departments listed above, so documentation can be reviewed and reasonable accommodations arranged.

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

**A. Dual Enrollment:**

The Dual Enrollment Program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward a career and technical certificate or an associate or baccalaureate degree. For the purpose of 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 FS1002.41.

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 as well. 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:**

- Complete the high school freshman year (9th grade) and achieve a 3.0 unweighted cumulative high school grade point average (GPA).
- Demonstrate readiness for college-level coursework - all students must take the ACT, SAT, PERT or all sections of a recognized college placement test and meet the minimum scores for college readiness as determined by FAC 6A-10.0315.
- 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 participating in these programs must maintain a 3.0 cumulative grade point average in other high school academic work and must earn a grade of "C" or better in each college level course in order 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.

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 and be taken for a letter grade, not Pass/Fail or Satisfactory/Unsatisfactory.

**B. Career and Technical Certificate Dual Enrollment (Postsecondary Adult Vocation, PSAV):**

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 prior to enrolling in a PSAV program. Students who do not meet TABE test standards for Cosmetology, Heavy Equipment Mechanic or Welding will not be eligible for these programs because they would be required to take remediation as a co-requisite. 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 PBSC appeals process for dual enrolled students.

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

Enrolled in a postsecondary 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.

For PBSC, Early Admission eligibility requires that students achieve a 3.0 unweighted cumulative high school grade point average and achieve the minimum required scores for college readiness on the ACT, SAT, or PERT (GPA will increase to 3.2 GPA for Fall 2014).

For FAU, Early Admission eligibility requires that students achieve a 3.5 unweighted cumulative high school grade point average and an SAT of 1800 or an ACT of 27.

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 and FAU Early Admissions websites for other criteria.

**6. A 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 [www.FLVC.org](http://www.FLVC.org) under "Degrees and Careers; Accelerated Credit Options; Dual Enrollment and Early Admissions Credit." The Dual Enrollment Course – High School Subject Area Equivalency List is subject to change by FDOE and the respective institutions. 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 that is 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 postsecondary 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, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment. Three-credit (or equivalent) postsecondary courses taken through dual enrollment not listed shall be awarded 0.5 high school credits, either as an elective or as 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



postsecondary 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 certain 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.

**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. A description of the 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 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. It is important that students and their families 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 satisfaction of the Gordon Rule requirement; however, 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.
- 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.

- Dual enrollment students who receive a "C-" or lower in any course at FAU will not be allowed to continue in the program. Students who receive a "D" or lower in any course at PBSC will not be allowed to continue in the program. Grade forgiveness policies for postsecondary courses vary by institution. See PBSC and FAU catalogs for specific regulations. See High School Guidelines for grade forgiveness for postsecondary coursework in the Student Progression Plan.
- 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 "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 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 grade of "C" or better in each college level course in order 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.

**8. The policies and procedures, if any, 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 set forth in this agreement.

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

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

Students and their parents are encouraged to develop the student's education plan and postsecondary educational objectives through the use of [www.FLVC.org](http://www.FLVC.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 high school counselor.
- High 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.
- The high 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 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.

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

The high school staff, Home Education administrators, PBSC, and FAU personnel monitor student's progress each term. As part of the monitoring process, the Postsecondary institution may provide various reports to the high school including course registrations and final grades.

Enrollment and registration holds may be placed on the student's account to prohibit schedule changes outside of the add/drop period. Transcripts and other forms of communication may be shared with students, parents, and institutional personnel.

Students shall receive appropriate academic guidance and information about the program from the high school and PBSC or FAU staff prior and subsequent to enrolling in the program. A student, with permission from his/her assigned high school, who withdraws from the Dual Enrollment Program, must return to their high 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 postsecondary institution for specific information.

PBSC Website: <http://www.palmbeachstate.edu/dualenroll/>

FAU Website: [http://www.fau.edu/registrar/non\\_degree/hsdgeninfo.php](http://www.fau.edu/registrar/non_degree/hsdgeninfo.php)

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

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

PBSC and/or FAU are 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, FAU or the high school campus. PBSC and FAU provide dual



enrollment instructors a copy of course objectives, requirements, and learning outcomes prior to 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:**

All dual enrollment courses will be staffed by PBSC or FAU whether at a PBSC or FAU site or on a 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 postsecondary courses regardless of the location of the class (i.e., college campus, high school campus, or satellite site.) PBSC and FAU are responsible for ensuring that all dual enrollment/early admission courses are taught by qualified faculty.

For SACS-COC accreditation purposes, postsecondary 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) actually employs them or pays their salary. It is the responsibility of the faculty to request official faculty credentials and transcripts be 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, 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 faculty 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 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 postsecondary course content requirements 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 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 prior to 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 postsecondary credit as a comprehensive assessment of expected learning outcomes prior to administration. Alternatively, final exams may be provided to the high school campus dual enrollment or early admission instructor by PBSC and/or FAU in a timely manner which ensures availability prior to scheduled administration dates. Completed, scored exams will be returned to PBSC and/or FAU (discipline) department 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 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 in terms of 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 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 grades 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 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 is 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.

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 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 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 a SBPBC teacher required to do so.

**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 behavior which 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:

1. Expectation of 2-3 hours of homework for each hour spent in class.
2. Firm assignment deadlines.
3. 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.
4. All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.
5. 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.
6. 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. Educational Planning:**

All dual enrollment and early admission students are encouraged to work with a PBSC and/or FAU 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.

11. Exceptions, if any to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

There are no exceptions.

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

Students and their parent(s)/guardian(s) are encouraged to develop the student's educational plan and post-secondary educational objectives through the use of [www.fivc.org](http://www.fivc.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 high school counselor.
- High 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.
- The high 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.
- 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 Office of Recruitment & Enrollment.

The high school staff, Home Education administrators, PBSC, and FAU personnel monitor student's 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 high school and PBSC or FAU staff prior and subsequent to enrolling in the program. A student, with permission from his/her assigned high school, who withdraws



from the Dual Enrollment Program, must return to the assigned high school for class assignment by the high school.

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

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

At the end of each term, PBSC will mail a transcript for each high school student enrolled. The transcript 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.

Grades may be accessed by students through PBSC or FAU's online record system. In addition, a transcript of grades is sent to each high school dual enrollment principal/designee at the end of each semester.

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

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

Tuition and other fees: Students enrolled in a dual enrollment or early admission program pursuant to law are exempt from the payment of registration, tuition, and laboratory fees. Other fees may be borne by the student to include parking, identification card, late fees, and library fines, special course fees, etc.

Testing fees: Students are encouraged to take the Accuplacer/PERT at the institution in which she/he intends to enroll. 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 postsecondary 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 for the courses and shall be required to assume the cost of tuition, fees and instructional materials necessary for such courses.

**B. Institution or District Responsibility for Tuition and Fees Related to Dual Enrollment/Early Admission Courses and Programs.**

**1. 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, for students who are enrolled in those courses/programs as of the last date in the term to withdraw from a class without an academic penalty, as provided in the College Catalog. (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.

**2. For FAU:**

**Tuition:**

When courses for dual enrollment or early admission are taken during the Fall and Spring terms on the campuses of FAU or via online/distance education by SBPBC students, including charter school students, the SBPBC or the Charter School shall reimburse the standard tuition rate per credit hour.

**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 date in the term to withdraw from a class without an academic penalty, 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, May, or August due date, as appropriate.

**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 as follows:

For PBSC:

- If the instructor is a teacher from the high school teaching the course as a part of his/her regular teaching load, the instructor will be paid by the SBPBC or Charter School. PBSC shall receive \$100 per section offered at the site to cover the cost of supervision. All such teachers shall be certified by PBSC.
- If the instructor is provided by PBSC, the SBPBC or Charter School shall reimburse PBSC \$2,000 per section offered at the site to cover the instructor cost and supervision.
- In both cases the SBPBC or Charter School shall submit the high school class roster to the PBSC registrar's office prior to the first day of classes to ensure that the high school roster matches the PBSC class roster.

For FAU:

- If the instructor is a teacher from the high school teaching the course as a part of his/her regular teaching load, the instructor will be paid by the SBPBC or the Charter School, as applicable. SBPBC or the Charter School, as applicable, shall be responsible for FAU's actual costs associated with the offering the program. All such teachers shall be credentialed through FAU's new credentialing process.
- If the instructor is provided by FAU or if FAU is providing significant supervision to a teacher from the high school, the SBPBC or Charter School, as applicable, shall reimburse FAU the costs associated with the proportion of salary and benefits and other actual costs of FAU to provide the instruction and/or supervision.
- In both cases, the SBPBC or the Charter School, as applicable, shall submit the high school class roster to the FAU Registrar's office prior to the first day of classes to ensure that the high school roster matches the FAU class roster.

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

For textbook and related instruction materials:

- SBPBC students: Instructional materials assigned and required for use within dual enrollment courses shall be made available by the SBPBC for public high 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 the purchase of materials, recovery from students, assessing monies for lost/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 high school students.
- Home Education students: Home education students are financially responsible for their own instruction materials.

For other tools/equipment:

For all students, kits, equipment, consumables, e-clickers, mobile device applications, digital codes, and/or tools that are 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. Any institutional responsibilities for student transportation, if provided**

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.



## **Appendix A**

### **Acronyms**

<b>ATF</b>	Aviation Technology Flight
<b>CASI</b>	Council on Accreditation and School Improvement
<b>COC</b>	Commission on Colleges
<b>FAU</b>	Florida Atlantic University
<b>FDOE</b>	Florida Department of Education
<b>FTE</b>	Full Time Equivalent
<b>GPA</b>	Grade Point Average
<b>HPA</b>	Honors Grade Point Average
<b>PBSC</b>	Palm Beach State College
<b>PERT</b>	Post Secondary Education Readiness Test
<b>PSAV</b>	Post-Secondary Adult Vocational Education
<b>SACS</b>	Southern Association of Colleges and Schools
<b>SLS</b>	Student Life Skills
<b>SBPBC</b>	School Board of Palm Beach County, Florida

AND BE IT FURTHER RESOLVED that this Agreement shall commence on July 1, 2013 and shall continue through June 30, 2014. 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: 8/13/2013  
BY:

DATE:  
BY:

DATE:  
BY:

\_\_\_\_\_  
David H. Talley, Chair

\_\_\_\_\_  
Chuck Shaw, Chair

\_\_\_\_\_  
Barbara Pletcher, Articulation Officer

ATTEST:

ATTEST:

ATTEST:

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Dennis P. Gallon, President

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E. Wayne Gent, Superintendent

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Dennis Cludele, Interim President

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

APPROVED AS TO FORM

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
Legal Counsel for PBSC

\_\_\_\_\_  
Attorney for SBPBC

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General Counsel for FAU

Signatures on file in Academic Services