

**Dual Enrollment Inter-Institutional Articulation Agreement  
Between the District Board of Trustees of Pensacola State College, Florida, and  
"PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC.", Florida**

THIS AGREEMENT is entered into by and between the District Board of Trustees of Pensacola State College, Florida, hereinafter referred to as the "College," and "PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC."

WHEREAS, the Florida Legislature has promulgated 1007.235(1), F.S., providing for the PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. and the College to jointly develop and implement a comprehensive articulated acceleration program for the students enrolled in PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC., and;

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students attending PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC., Florida, during and after normal class hours through the effective use of the College's programs and resources,

NOW therefore, the College and PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC., do hereby agree with each other as follows:

**1. Term of the Agreement**

This Articulation Agreement shall commence on the Effective Date set forth below and will terminate on June 30, 2026, whereupon, this Articulation Agreement shall automatically renew annually for four (4) consecutive years, unless either Party gives written notice at least sixty (60) days prior to the commencement of any renewal term that it does not intend to renew the Agreement. If neither Party gives notice of its intent not to renew, it shall be deemed by both Parties that no modification was needed and that this Articulation Agreement has been ratified by the College and PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. as required by 1007.235(2)(a), F.S. If a party to this Agreement does give notice of its intent not to renew because some modification is needed, then the Parties will jointly consider the proposed modifications and, upon reaching an agreement, they will enter into a new Articulation Agreement which shall include such modifications and which shall be executed prior to high school registration for the fall semester of the following school year as required by 1007.235(2), F.S.

**2. A delineation of courses and programs available to the private school student. The postsecondary institution may add, revise, or delete courses and programs at any time.**

College-level courses, including college credit and vocational credit, may be offered by the College for secondary students participating in the Dual Enrollment Program. Course offerings include courses shown on the Florida Department of Education's Dual Enrollment Course Equivalency List that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <https://www.fldoe.org/policy/articulation/dual-enrollment-agreements.shtml>. Eligible secondary students shall be permitted to enroll in postsecondary courses conducted during school hours, after school hours, and during summer semesters. Developmental education instruction, other forms of pre-collegiate instruction, and physical education skills-based courses shall be ineligible for inclusion in the dual enrollment program. In addition, courses which are not graded, such as courses taken for audit, are not eligible for dual enrollment. Repeatable courses, such as music ensembles and applied lessons, are eligible for dual

enrollment only for the number of credit hours specified in the Common Prerequisite Manual, which may be accessed through Common Prerequisites Manuals (fivc.org). Courses and programs may be added, revised, or deleted at any time, 1007.271(13), F.S.

Career dual enrollment courses (A.S. only courses and vocational courses) must lead to certifications that are included on the Florida Department of Education's Postsecondary Industry Certification List <https://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.shtml> to be eligible for dual enrollment. Clock hour dual enrollment courses must be included on the Florida Department of Education's Clock Hour Dual Enrollment Course List for Inclusion in School and District Accountability. Eligible programs and associated courses are available to dual enrollment students via the Workday student application. High School students must meet all entry requirements as indicated in the *College Catalog* for a listed program to enroll in program courses as dual enrollment students. Career dual enrollment shall be available for students seeking a degree or certificate from a complete job-preparatory program but shall not support student enrollment in isolated career and technical courses, 1007.271(7), F.S.

Students who wish to enroll in ineligible courses may be permitted to pay tuition and fees and participate in college coursework at the discretion of the College. Ineligible courses are not considered part of Florida's dual enrollment program.

**3. The initial and continued eligibility requirements for private school student participation, not to exceed those required of other dual enrollment students.**

All Dual Enrollment Program eligibility rules and requirements stated herein pertain to PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. secondary students that meet the requirements of 1002.41(6), F.S.

Students who achieve appropriate placement scores on a state-approved placement examination in reading, writing, and mathematics, who are in good standing with PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC, and who are enrolled in any grades six (6) through twelve (12) with PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC are admissible to the Dual Enrollment Program for instruction delivered on the College campus for college courses within the Associate in Arts or Associate in Science programs. Pursuant to Section 1008.30, F.S., alternative methods in lieu of the common placement tests are also utilized to assess student readiness for college-level work in communication and computation. The College recognizes scores and grades on alternative methods specified in paragraphs (3)(a) through (3)(c) of 6A-10.0315 as valid for placement purposes for a minimum of two years.

In addition to the placement requirement, a student must have earned a minimum of three (3) high school credits to be eligible for the Dual Enrollment Program. A student must have a 3.0 or higher unweighted high school GPA to qualify for college courses within the Associate in Arts or Associate in Science. The student must maintain a 3.0 or higher unweighted high school GPA and a 2.5 or higher college GPA to remain eligible for Dual Enrollment courses. Students seeking the Associate in Arts or an Associate in Science degree must complete the core General Education Communications requirement (ENC 1101) and the core General Education Mathematics requirement prior to completion of the second term of dual enrollment. Exceptions may be granted to students who are seeking advanced placement credits in English and Mathematics or students who still need to satisfy the initial placement options for either the Communications or Mathematics requirements.

Students enrolling in Career Certificate programs shall have a 2.0 or higher unweighted high school GPA to enroll and must take the TABE test within 6 weeks of enrollment in a Career Certificate program of 450 hours or more per Florida law and rule. To remain eligible for Career Certificate Dual Enrollment courses, the student must maintain a 2.0 or higher unweighted high school GPA and a 2.5 or higher college GPA.

A student whose college GPA drops below the minimum required GPA will have one (1) probationary semester to meet the GPA requirement. A student who fails to achieve a 2.5 or higher college GPA after the probationary semester will lose all Dual Enrollment eligibility. It is recommended that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available. Before requesting approval for online coursework the student will take the online learning assessment and student orientation course at <https://elearning.pensacolastate.edu/>. Students are required to follow the academic requirements outlined for the degree pursued. Students will use Workday to view their degree requirements. Each semester the high school guidance counselor in collaboration with the appropriate Pensacola State College personnel will review the dual enrollment student schedules. The College will approve or disapprove course requests as appropriate.

The total courses that can be taken by a dual enrollment student on the College campus are dependent on student grade level and college semester as indicated in the following table.

Student's Grade	College Semester Course Limits		
	Summer	Fall	Spring
Six (6) – ten (10)	One (1) college course plus any accompanying labs	Two (2) college courses plus any accompanying labs	Two (2) college courses plus any accompanying labs
Eleven (11)	Two (2) college courses plus any accompanying labs, not to exceed eight (8) credit hours	Four (4) college courses plus any accompanying labs, not to exceed eighteen (18) credit hours	Four (4) college courses plus any accompanying labs, not to exceed eighteen (18) credit hours
Twelve (12)	Two (2) college courses plus any accompanying labs, not to exceed eight (8) credit hours	Five (5) college courses plus any accompanying labs, not to exceed eighteen (18) credit hours	Five (5) college courses plus any accompanying labs, not to exceed eighteen (18) credit hours

#### Course Withdrawal and Repeating a Course

In order to remain eligible for college credit coursework, students must maintain the PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. GPA required for initial eligibility. A student who withdraws from in any course will lose their Dual Enrollment Program eligibility for courses on the College campus for the following semester. A student with an extenuating circumstance may submit an appeal to high school administration and to the Dean, Baccalaureate Studies and Academic Support. The high school counselor and assistant principal will be notified by the College within two working days of a drop for non-attendance or student withdrawal for any student participating in dual enrollment. In order to effectively advise secondary students regarding academic progress, withdrawals must be

approved by PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. for continued dual enrollment program eligibility.

Students receiving a D+, D, or F in any College course will lose Dual Enrollment Program eligibility for the next semester. Students receiving a F3 for cheating or plagiarism will lose Dual Enrollment Program eligibility for courses the following semester. A second offense of cheating or plagiarism will result in the loss of Dual Enrollment Program eligibility. Dual enrollment courses in which a grade of D+, D, or F was earned may be repeated for credit one (1) time and the highest grade earned will be used to calculate the Pensacola State College cumulative grade point average. The high school administrator or designee will determine the semester in which the course can be repeated. Courses which are not indicated in the course description as repeatable cannot be retaken if the initial grade earned was a C or better.

**4. The student's responsibilities for providing his or her own instructional materials and transportation.**

Transportation for any student receiving Dual Enrollment instruction at any facility other than PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. campus shall be provided by the student or the parents or guardians of such students, 1007.225(2)(b)10, F.S.

Instructional materials such as textbooks and course access codes shall be provided to the private school student at no cost.

**5. A provision clarifying that the private school will award appropriate credit toward high school completion for the postsecondary course under the dual enrollment program.**

Postsecondary instruction approved for dual enrollment shall be creditable toward the PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. diploma and the vocational certificate or the associate degree. Postsecondary credits earned in dual enrollment courses shall be posted on the PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. and College transcripts in a manner consistent with the *Dual Enrollment Course-High School Subject Area Equivalency List* approved by the Florida Board of Education as posted on <https://www.fldoe.org/policy/articulation/dual-enrollment-agreements.shtml> and <http://www.FLVC.org>. For the purpose of class ranking, PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. may exercise a weighted grading system pursuant to 1007.271 and 1003.437, F.S.

**6. A provision expressing that costs associated with tuition and fees, including registration, and laboratory fees, will not be passed along to the student.**

Dual enrollment students shall be exempt from direct payment to the College for fees associated with registration, tuition, and laboratory fees pursuant to 1007.271(6), F.S.

7. **A provision stating whether the private school will compensate the postsecondary institution for the standard tuition rate per credit hour for each dual enrollment course taken by its students**

Pursuant to 1009.30, F.S., the private schools are exempt from payment of tuition and fees.

8. **Services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution**

In order to facilitate the seamless education of students, the College will review qualification and services for students with disabilities based upon documentation received (psycho-educational evaluation, medical history, IEP, 504 plan) and an interview with a Student Resource Center counselor. Accommodations include alternative testing, academic advising, registration assistance and classroom modifications. Classroom modifications include the following: use of a recording devices, use of a calculator, use of a spell checker, preferential classroom seating, note-taking assistance, sign language interpreters, alternate seating (adjustable desk/chair), alternate format texts, adaptive technology (reader/writer software), and disability related absences. Additional modifications and services may be provided with the appropriate supporting documentation. Phone (850) 484-1637.

## 9. **Other policies**

### Posting Student Letter Grades

It is the responsibility of PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. to post dual enrollment course grades to the high school transcript as assigned by the College.

### Early Admission Dual Enrollment

Eligible secondary students may enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. In addition to the above-mentioned student eligibility requirements, a student who wishes to become a full-time Early Admission Dual Enrollment student must have attained junior status (Fall Semester) and be enrolled in PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC., for one full semester prior to admission in the Early Admission Dual Enrollment Program. Eligible secondary students may enroll on a full-time basis in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to 1008.44 F.S., which are creditable toward the high school diploma and the certificate or associate degree. Students wishing to participate in career early admission dual enrollment must have completed a minimum of four (4) semesters of full-time secondary enrollment, 1007.271(11), F.S., including studies undertaken in the ninth grade, and have completed at least one (1) semester of high school at PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC.

In order to be considered a full-time Early Admission Dual Enrollment student, the student must enroll in a minimum of twelve (12) college credit hours (or 4 courses) plus companion labs as appropriate on the college campus each semester as a junior and senior, but may enroll in up to fifteen (15) college credit hours (or 5 courses) plus companion labs as appropriate on the college campus each semester as a senior. Also, a student may enroll in up to six (6) hours (or 2 courses) plus companion labs as appropriate on the college campus in the summer semesters.

### Foreign Language Competency

Pursuant to 1007.262, F.S., for any student initially entering a Florida College System institution in 2014-2015 or thereafter, the Associate in Arts degree shall include demonstration of competency in a foreign language. Therefore, any dual enrolled student with initial enrollment in Pensacola State College in 2014-2015 or later will be required to demonstrate competency in foreign language in order to complete the AA degree including the student who earns the AA degree at the same time or before earning the High School diploma. Pursuant to 1007.262, F.S., a student may demonstrate competency in foreign language through successful completion of two sequential credits in high school foreign language or through successful completion of a post-secondary elementary foreign language II course or through other means specified in College policy.

### Civic Literacy Competency

Each student who initially enters a Florida College System institution in the 2022-2023 school year and thereafter, who anticipates earning a baccalaureate degree, Associate in Arts degree, or an Associate in Science degree must demonstrate competency in civic literacy.

The civic literacy requirement may be met by successfully completing a) and b) prior to graduation:

- a. Successfully passing either POS 2041 American Government, AMH 2010 American History to 1877, or AMH 2020 American History from 1877.
- b. Achieving the standard score on one of the following assessments:  
AP Government and Politics: United States – a score of 3 or above  
AP United States History – a score of 4 or above  
CLEP: American Government – a score of 50 or above  
Florida Civic Literacy Examination – a score of 60 or above

### Student Registration

Eligible students shall comply with the regular admission and registration procedures of the College and shall obtain appropriate advisement from PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. and the College for selected courses prior to registration.

Students will be strongly encouraged to utilize Florida Shines at <http://www.FLVC.org>. Each student shall develop a plan with an identified postsecondary goal which will guide the student in selecting courses to complete as a dual enrollment student 1007.235(2)(b)1, F.S.

### College Drop/Add Policies and Deadlines

Dual Enrollment Program students enrolling in courses on the College campus must comply with the course add/drop policies and deadlines of the College.

### Institutional Accountability, Learning Outcomes Assessment, and Faculty Credentials

The College shall assume responsibility for the maintenance of the instructional quality, 1007.235(2)(b)8, F.S.

### Student Guidance Services

During workshops sponsored by the College, PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. counselors and other appropriate administrators will receive material from the College focused on informing students and parents or guardians of college course-level expectations, including but not limited to the following:

1. Any letter grade below a C will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on his/her College transcript. Dual enrollment courses in which a grade of D+, D, or F is earned may be repeated for credit one (1) time and only the most recent grade earned will be used to calculate the Pensacola State College cumulative GPA.
2. All grades, including W for withdrawal, become a part of the student's permanent College transcript and may affect subsequent postsecondary admission.
3. While appropriate for college-level study, course materials and 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 or maturity.
4. In order to minimize student and state costs for excess hours, guidance will be provided in the selection of courses to meet degree requirements, including approved program common prerequisite courses.
5. Dual enrollment students and dual enrollment instructors have complete access to College library facilities and resources, both physical and virtual, and are encouraged to use these resources to the fullest.

#### Mechanisms for Communicating Information

Each party shall provide a mechanism for communicating the educational and economic benefits, as well as the requirements for participation and enrollment procedures to parents and students, 1007.271(8), F.S. To inform parents and students about the educational and economic benefits, as well as the requirements for Dual Enrollment Program participation and enrollment procedures, PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. and the College will use communication mechanisms including, but not limited to, the *College Catalog*, dual enrollment web pages, social media, classroom visits, and various school-based registration activities.

#### Mechanisms for Exercising Option to Participate

Eligible students may exercise their option to participate in dual enrollment courses by following the registration and guidance procedures outlined by PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. and the College, 1007.235(2)(b)3, F.S. Students will be required to meet first with their respective high school counselor to review eligibility criteria and to develop a graduation/dual enrollment plan. Once eligibility has been determined and the plan developed, students will complete approval forms and contracts as appropriate. During registration, Pensacola State College staff will provide an orientation session for the eligible students. Included in the orientation will be a discussion of the purpose of dual enrollment, types of college degrees, career planning, and information on developing a successful college record. During the orientation eligible students will receive instructions on how to make maximum use of the automated advisement system for the College (Workday).

#### Student Monitoring

Monitoring of student performance subsequent to enrollment in dual enrollment courses shall be the shared responsibility of the PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. counselors and College personnel assigned to coordinate with the high schools, 1007.235(2)(b)7, F.S. At the conclusion of each academic semester, the College will review

the academic progress of each participating student. In situations where a student has demonstrated academic difficulties, the College will contact the PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. counselor to develop an action plan.

#### Remediation Reduction

Pursuant to 1008.30, F.S. PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. and the College are committed to postsecondary education and training and promoting student success after high school graduation.

The College's Testing Center will administer the Post-Secondary Education Readiness Test (PERT), as adopted by the State of Florida, to tenth graders at any Testing Center at the College. Students who express interest in post-secondary education are identified and notified of the schedule of the Testing Centers by school guidance staff. The workflow of the activities will be as follows:

- College staff will inform PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. of Test Center schedules;
- Testing will be conducted by the College's Test Center staff upon appointment at any College Test Center on a College campus or site;
- College staff will provide student test scores to the appropriate school administrator(s) as specified on the referral form;
- Appropriate school administrators will advise students of reading, writing, and/or math deficiencies and will provide other information as requested; and
- For each test, or re-test, the student will be responsible for payment of the ten dollar (\$10.00) testing fee to the College.

In order to facilitate the seamless education of students attending PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC.:

- PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. counselors will carefully screen potential students for dual enrollment courses;
- PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. teachers and high school counselors will encourage qualified students to take a state-approved placement examination;
- PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. counselors will inform parents of dual enrollment opportunities at registration meetings;
- students will be screened, beginning in the ninth grade, and will be placed in "intensive classes" to improve their skills in reading, math, and writing;
- PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. will be encouraged to present information sessions regarding participation in the Dual Enrollment Program to parents and educators;
- PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. will encourage high school administrators, high school counselors, and high school teachers to promote dual enrollment opportunities to students and parents; and,
- PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. counselors will meet with students during their ninth, tenth, eleventh, and twelfth grade years to discuss their plans for post-secondary education.



In order to facilitate the seamless education of students, the College will:

- provide PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. with access to dual enrollment informational materials;
- conduct workshops available to PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. counselors and College Student Affairs staff to disseminate and share information;
- participate in College Fair activities, when possible, in an effort to inform students and parents of available programs and eligibility requirements.

IN TESTIMONY WHEREOF, the College and PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC. have caused these presents to be executed to be effective as of the date signed (the "Effective Date:")

THE DISTRICT BOARD OF TRUSTEES OF  
PENSACOLA STATE COLLEGE, FLORIDA

BY:  5-15-25  
C. Edward Meadows, President Date

PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC.  
dba PENSACOLA PRIVATE SCHOOL OF LIBERAL ARTS, INC.

BY:  05-28-2025  
Bryan Oakes, Head of School Date

ATTEST:  05-28-2025  
Date

Approved as to Form:

By:   
Thomas J. Gilliam, Attorney for  
Pensacola State College