

**ARTICULATION AGREEMENT
2024-2026
School Board of Leon County, Florida
Florida A&M University**

School Board Meeting Date:

05/27/25
Item# 12.01

THIS Agreement entered into by and between the SCHOOL BOARD OF LEON COUNTY, FLORIDA, a body corporate existing under the laws of the State of Florida, hereinafter referred to as the "School Board" and FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES, a public body corporate existing under the laws of the state of Florida, for and on the behalf of FLORIDA A&M UNIVERSITY, and hereafter referred to as the "University" or "FAMU" effective as of the last date signed. This Agreement shall be renewed in accordance with s. 1007.271, Florida Statutes.

WITNESSETH

WHEREAS the University and the School Board agree to provide articulated accelerated learning mechanisms through dual enrollment for eligible Leon County Public School students who wish to shorten the time necessary to complete the requirement for obtaining a college/university degree, broaden the scope of curricular options, or increase the depth of study available for a particular subject, and

WHEREAS the University offers courses and programs which will enhance accelerated learning opportunities for qualified students in Leon County high schools, and

WHEREAS the School Board wishes to make courses and programs available to qualified students who are enrolled in its public high schools, and

WHEREAS the common objective of providing such educational services may best be achieved in the most economical manner through joint and coordinated action between the University and the School Board; and

WHEREAS Florida Statutes 1007.23 and 1007.271, Florida State Board of Education Administrative Rule 6A-10.024, and State University System of Florida Board of Governors (BOG) Regulation 6.006 provide a mechanism for achieving this common objective.

NOW THEREFORE IN CONSIDERATION OF THE COVENANTS AND CONDITIONS SET FORTH HEREIN THE PARTIES AGREE AS FOLLOWS:

The Articulation Agreement for the School Board and University are completed annually and submitted to the Department of Education by the University by August 1 of each year.

A. Program Requirements and Allowances

1. A ratification or modification of all existing Articulation Agreements.

Once both boards sign the Articulation Agreement, the Agreement will be active for the upcoming academic year and will nullify all previously signed agreements. Legislative changes that occur after the final draft of this document which impact the 2024-2025 and/or 2025-2026 academic year will take precedence. If both parties mutually agree, this Agreement will be for two (2) years.

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- 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. References to *students* in this document mean any student enrolled in a public Leon County School, including Virtual School.
 - b. FAMU will provide information to the schools regarding requirements for participation in, and the educational benefits to be derived from Dual Enrollment or other accelerated programs.
 - c. The schools, in turn, will utilize printed, published, electronic or other media to inform students and parents of the availability of the dual enrollment program, program requirements, educational benefits, and courses currently offered. The School Board will also determine if dual enrollment meets the individual's educational needs, determine if the courses requested are currently offered by the individual's school and obtain a written intent to pursue a post-secondary education and signed reimbursement requests.
 - d. The University will post application deadlines and registration dates on its Dual Enrollment website.
 - e. The University's Dual Enrollment Coordinator will work with the University's Registrar staff to ensure district and school officials are aware of targeted Dual Enrollment registration activities.
 - f. The University's Dual Enrollment Coordinator will work with district and school officials on targeted Dual Enrollment recruiting activities.
- 3. A delineation of courses and programs available to students eligible to participate in dual enrollment.**
 - a. Courses to be provided by the University under this agreement will be mutually agreed upon by FAMU and the School board, and will avoid unnecessary duplication of existing courses in grades nine (9) – twelve (12). Current law allows for any course in the Statewide Course Numbering System, except developmental education courses and physical education and other courses that focus on physical execution of a skill rather than the intellectual attributes of the activity.
 - b. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing or visual arts, applied technology, and any other classes that comply with applicable state regulations will be counted toward meeting the graduation requirement of §1003.4282, Florida Statute (2022).
- 4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.**
 - A. Students and the parent/guardian of students wishing to pursue participation in dual enrollment must contact their school guidance counselors to discuss admissions criteria and to obtain the necessary application information. School

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guidance counselors may contact the University's Dual Enrollment Coordinator for application packets and information. Application packets and registration information can be found on the University's dual enrollment website.

- B. The student must be in the ninth grade (to ensure readiness for college); must have a 3.0 unweighted high school grade point average; must have an appropriate score on the SAT, ACT, PERT, ACCUPLACER or CLT as listed below; and must meet any course requirements as set forth in the University undergraduate catalogue. Special dual credit enrollment programs may have admission requirements different from the above, i.e., limited access programs. These courses will be beyond the scope of this agreement.

	SAT	ACT	PERT	ACCUPLACER (Next Generation)	CLT
Reading	490	21	106	256	38
Math	480	21	114	261	16
Writing	490	18	103	253	38

- C. The college-level courses offered through the University dual credit enrollment program must be coordinated through the curriculum offices of the University and the School Board. The student is responsible for requesting and providing the documents needed for eligibility to their guidance counselor. The Dual Enrollment Coordinator must receive all documentation by the posted application deadlines. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the FAMU Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
- D. Once all documents are received and verified by the FAMU Dual Enrollment Coordinator, the packet will be forwarded to the University's Registrar Office for processing. Once the student is fully admitted and registered for course(s) a roster is sent to the counselor if the courses are offered at the high school. If the student is attending courses on the campus, the Registrar's Office will send an email to the student and counselor with their enrollment schedule.
- E. High school freshmen may register for three (3) credit hours only during the fall and spring terms. Sophomores may register for no more than six (6) credit hours during the fall and spring term. Rising juniors and seniors may enroll in nine (9) credit hours during the summer before their junior and senior year. Juniors may enroll in a maximum of nine (9) credits during the fall and spring terms. Seniors are able to enroll in up to 11 credit hours during the fall and spring terms.
5. List of any additional initial student eligibility requirements for participation in the dual enrollment program.
- A. The University agrees to permit high school students enrolled in a public high school in Leon County, who have been certified by their principals as qualified, to

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dually enroll in regularly offered courses listed and described in the University's undergraduate catalogue as satisfying general education/liberal arts requirements, under the provisions of Florida Statutes, applicable state rules or regulations.

- B. Students may lose the opportunity to participate in the dual enrollment program if their behavior or actions are disruptive to the classroom learning process. Dual enrollment students are to be held to the FAMU Academic Honesty Policy and the Student Code of Conduct. Specific conduct guidelines which outline the student compliance and expectations can be found in the FAMU Student Code of Conduct.
- C. Dual enrollment students are not permitted to drop courses after the add/drop period closes on the fourth day of classes except for documented extenuating circumstances approved by both the FAMU University Registrar or designee and Leon County School District dual enrollment designee. Early admit students are considered degree-seeking students and therefore must comply with all academic policies outlined in the FAMU Regulations.
 - i. **Early Admit Dual Enrollment program** is for students who have completed their junior year in high school and would like to enroll at FAMU as full-time students for their senior year of high school. Early Admit is granted to students with outstanding credentials who demonstrate potential to do college-level work full-time in courses that are creditable toward the high school diploma and the post-secondary degree. (max 15 credit hours per semester). Applications for early admission should be submitted during the junior year with official high school transcript high school grade point average of a 3.5 (recalculated academic core), 18 core academic units, required test score and letter of recommendation from principal or designated representative
- D. Student progress subsequent to enrollment in dual credit enrollment courses shall be monitored by individual student assessment. To remain in a dual credit enrollment program, each student must successfully complete each dual credit enrollment course with a grade of "C" or better. The University shall be solely responsible for determining the enrolled student's status and grades in accordance with standard University policies and regulations. Successful completion of dual credit enrollment courses does not ensure admission to the University.
- E. Students interested in enrolling in MAC 1105 must complete the ALEKS exam. Students and counselors may contact the University's Testing Services Bureau famutesting@famu.edu or (850) 599-3333 to receive access to required ALEKS prep modules prior to taking the ALEKS to determine the appropriate college level math course for enrollment. The student must score, at minimum, a 30 on the ALEKS in order to register for MAC 1105.

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- 6. A delineation of the high school credit earned for the passage of each dual enrollment course.**
 - A. Credit will be awarded in accordance with the Florida Department of Education Dual Enrollment Course High School Subject Area Equivalency List as satisfying secondary and postsecondary degree requirements. The list can be found here <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>
 - B. Current law allows for any course in the Statewide Course Numbering System (SCNS) to be offered as dual enrollment, with the exception of remedial courses and Physical Education skills-based courses. Physical Education courses that can be offered for dual enrollment are limited to those that satisfy the personal fitness requirement. Three credit (or equivalent) postsecondary courses taken through dual enrollment that are not listed on this list shall be awarded at least 0.5 high school credits either as an elective or subject area credit as determined by the local school district. Postsecondary courses that are offered for fewer than three (3) credits may earn less than 0.5 high school credit.
 - C. Courses indicated as Postsecondary General Education Core Subject Area courses (GE Core), may also be applied to the General Education Core requirements for an undergraduate degree from a public postsecondary institution in Florida. Students should check with their postsecondary institution regarding these requirements.

- 7. A description of the process for informing students and their parents of college-level course expectations.**
 - A. The University agrees to permit students enrolled in a public secondary school in Leon County, who have been certified by the guidance counselor or principal/designee as qualified, to dual enroll each semester, based on grade level classification, in courses included on the Florida Department of Education [Dual Enrollment Course-High School Subject Area Equivalency List](#). The list includes courses that satisfy statewide general education core requirements (pursuant to s. 1007.25, Florida Statutes), courses for which statewide general education core courses are prerequisites, foreign language course sequences up to the intermediate level, and other courses specifically selected for inclusion in the dual enrollment program at FAMU. All courses on the list satisfy secondary and postsecondary degree requirements.
 - B. Courses completed through the University dual credit enrollment program may qualify for high school credit and for regular university credit to be applied toward specific degree requirements of the University. In no event will a physical education course, college- preparatory or pre-collegiate instruction courses offered by the University be considered to be a qualified course under this agreement. Courses to be offered by the University will under no circumstances duplicate a course(s) offered in the individual's high school. The University reserves the right to cancel a course due to insufficient enrollment.

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- C. Dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary.
- 8. **The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.**
 - A. Student progress subsequent to enrollment in dual credit enrollment courses shall be monitored by individual student assessment. To remain in a dual credit enrollment program, each student must successfully complete each dual credit enrollment course with a grade of "C" or better. The University shall be solely responsible for determining the enrolled student's status and grades in accordance with standard University policies and regulations. Successful completion of dual credit enrollment courses does not ensure admission to the University.
 - B. The University will notify the student of earned grades as is regularly done with University students. In addition, an official University document will be forwarded to the appropriate high school indicating earned grades for each participating student provided suitable authorization is submitted to the University for such disclosure.
- 9. **The registration policies for dual enrollment courses as determined by the postsecondary institution.**
 - A. Dual Enrollment at FAMU Tallahassee campus is administered by the Office of the Registrar in the Center for Access and Student Success located at 1735 Wahnish Way, Suite 206, Tallahassee, Florida. Application materials and instructions are provided on the Dual Enrollment website.
 - B. Dual enrollment students are not permitted to drop courses after the add/drop period closes on the fourth day of classes except for documented extenuating circumstances approved by both the FAMU University Registrar or designee and the Leon County School District dual enrollment designee. Early admit students are considered degree-seeking students and therefore must comply with all academic policies outlined in the FAMU Regulations.
 - C. Academic Support. Dual enrollment students will have access to academic support services at FAMU, including academic advising; libraries; student disability resources; and various learning centers that offer writing assistance, tutoring for selected courses, and study skills instruction.
 - D. Mature Course Content. 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 and/or maturity.
- 10. **Exceptions, if any, to the professional rules, guidelines, and expectations state in the faculty or adjunct faculty handbook for the postsecondary institution.**

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All School Board employees serving as dual enrollment faculty approved to teach college courses under this agreement will annually attend a new faculty or adjunct pre-planning conference conducted by the University. All faculty resources for the university can be found at <http://www.famu.edu/administration/division-of-academic-affairs/faculty-resources.php>.

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

- A. The school board will annually assess the demand for dual enrollment and provide that information to the University for assistance in planning classes in the University scheduling system.
- B. FAMU will be responsible for ensuring that the quality of instruction provided to dual enrollment students is comparable to that afforded to other FAMU students.

To this end, the following will apply to dual enrollment courses taught on high school campuses:

- 1. The course syllabus must be provided to students and filed with the University academic chairperson before the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at FAMU.
 - 2. Textbooks, technology, and instructional materials used in dual enrollment courses must be the same or comparable with those used in course taught on the FAMU campus. If not identical, they must be approved by the discipline chairperson at FAMU.
 - 3. For academic disciplines where a departmental exam is used, the final exam will be provided to the school Board's Dual Enrollment faculty by the University in a timely fashion to ensure availability before the scheduled administration dates.
- C. The high school principal, or his/her designee, will recommend qualified high school teachers as instructors for Dual Enrollment courses to be taught during the regular school day or extended school day on high school campuses. To be qualified, faculty selected to teach Dual Enrollment classes must submit a completed New Courtesy Appointment packet with all requested documentation, including official postsecondary transcripts to the FAMU Dual Enrollment Coordinator. The coordinator will review the packet prior to submitting documents to the University's Provost/Division of Academic Affairs.
 - D. In the absence of qualified high school teachers, the University may provide adjunct instructors to teach dual enrollment courses on the high school campus, if such arrangements are approved by the University's Provost/Vice President of Academic Affairs. In each case, once an academically qualified instructor is identified he/she must meet all of the requirements established by the School

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Board before having contact with the students. The process will be coordinated through the School Board by an appropriate member of personnel.

- E. All instructors, regardless of location must meet the University's faculty credentialing requirements set by the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) *Principles of Accreditation: Foundations for Quality Enhancement, Current Edition* (section 3.7.1).
- F. Dual Enrollment courses taught on a high school campus may not be combined with any non-college credit high school course.
- G. Any course, discipline, college, or system wide learning assessments required by the University in non-dual enrollment sections of a course will also be administered in all dual enrollment sections of the course.
- H. The University will analyze student performance in dual enrollment course offerings on high school and college campuses to ensure that the level of preparation for future success is comparable with non-dual enrollment college students. Analyses and recommendations will be shared and reviewed with School Board administrators and principals.
- I. The University and School Board will design strategies for collaborative professional development to improve Dual Enrollment counseling and instructional efficacies, encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.
- J. If a high school wants to offer 15 or more credits on their campus, they must submit a request to the University's Provost at least six (6) months in advance to allow sufficient time for approval and notification to SACSCOC. If approved by University officials, the high school and School Board administrators will work with FAMU officials to create and submit a "substantive change" to SACSCOC. Approval must be received from SACSCOC before the additional courses on the high school campus may be advertised or offered.

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.

The School Board agrees to permit certain qualified students to participate in University classes under the following terms:

- A. The high school student must be in the ninth grade; must have a 3.0 unweighted high school grade point average; must have a required test score; and must maintain a "C" or better in each course in order to remain in the dual credit enrollment program.
- B. Students may enroll in courses conducted during school hours, after school hours, and during the summer "B" 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. The student may apply to the University and upon admission and special permission by

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the Office of Admissions, may register and pay the required tuition and fees, and textbooks/instructional materials for the summer "B" session.

C. The Dual Enrollment Course—High School Subject Area Equivalency List published by the Florida Department of Education mandates the minimum subject area credit awarded for specific courses taken through Dual Enrollment. Courses not appearing on this list will be awarded high school elective credit with 3 University credit hours translating to 0.5 high school credits.

D. The school board will perform the initial screening. FAMU and Leon County Schools will monitor student performance while participating in the Dual Enrollment program. The school's counselors will communicate, as needed, with the University's Dual Enrollment staff in connection with student monitoring (and, if necessary, providing support for) while participating in the Dual Enrollment program.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

- A. The University will notify the student of earned grades as is regularly done with University students. In addition, an official University document will be forwarded to the appropriate high school indicating earned grades for each participating student provided suitable authorization is submitted to the University for such disclosure.
- B. The University shall assign a letter grade to each student enrolled in a dual enrollment course. The letter grade assigned by the University shall then be posted to the high school transcript by the District pursuant to Section 1007.271(20), Florida Statutes.
- C. If a dual enrollment student earns a "D," "F," or "FF" grade in any course(s) during one (1) semester, he/she will no longer be eligible to participate in Dual enrollment. Payment for courses cannot be made on behalf of the student or by the student's family, etc. while the student is still in school. The student must have graduated and have been admitted as a regular college student to do this.
- D. Students with unsatisfactory progress reports should be counseled by the school guidance counselor upon receipt of the college reports.

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

- A. The School Board shall provide the required textbooks and other instructional materials as defined in §1006.28, Florida Statutes (2022) for all approved dual enrollment courses.
- B. The School Board shall report the qualified individuals as being enrolled under the Florida Education Finance Program.
- C. If a University faculty member teaches a dual enrollment course on a high school campus, the high school will be required to cover the cost of that instructor. For online courses taught by a university instructor, the high school will be required to cover the cost of the instructor.

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- D. School Board Payment. Pursuant to s. 1007.271(21), Florida Statutes, the School Board shall not pay the standard state university tuition rate per credit hour from funds provided in the Florida Education Finance Program to the University for dual enrollment student course credits during the fall, spring, or summer term.

15. Any institutional responsibilities for student transportation, if provided.

Dual enrollment students completing courses at a FAMU facility will be responsible for their own transportation arrangements.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1007.25 shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.

- A. Students with disabilities should register with and provide related documentation to the Center for Disability Access and Resources (CeDAR), after which time they will be eligible to receive the appropriate accommodations. For more information about CeDAR, please visit <http://www.famu.edu/index.cfm?cedar>
- B. To be eligible for academic accommodations, students with disabilities who enroll in a course provided at the University must meet the requirements established by the Center for Disability Access and Resources (CeDAR). If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations.

NOTICE PROVISION

When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of the paragraph. For the present, the parties designated the following as the respective places for giving notice:

To School Board: Mr. Rocky Hanna
 Superintendent
 Leon County Schools
 2757 West Pensacola Street
 Tallahassee, Florida 32304

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To University: Dr. Allyson Watson
Provost
Division of Academic Affairs
301 Lee Hall
Tallahassee, Florida 32307

AUTHORITY PROVISION

Each person signing this Agreement on behalf of either party individually warrants that he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

INDEMNIFICATION PROVISION

Each party agrees to be fully responsible for its own acts of negligence or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

NON-DISCRIMINATION PROVISION

The parties shall not discriminate against any employee or participant in this program because of race, creed, age, religion, color, gender/sex, national origin, marital status, disability, sexual orientation, veteran's status, genetic information, gender identity, gender expression, or any other legally protected group status.

TERMINATION PROVISION

This contract may be terminated by either party upon thirty (30) days written notice to the other party with or without cause.

SIGNATURE PAGE FOLLOWS

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IN WITNESS WHEREOF, the duly authorized officials of the parties executed this agreement as of the last date signed below.

For the School Board Chair

THE SCHOOL BOARD CHAIRPERSON OF LEON COUNTY,
FLORIDA

Laurie Lawson Cox, Chairperson

Signature: Laurie Lawson Cox

Date: 05/27/25

For the University

FLORIDA A&M UNIVERSITY
BOARD OF TRUSTEES

Dr. Allyson Watson, Provost and Vice President for
Academic Affairs

Allyson Watson

Signature: _____

Date: 6/11/2025

Reviewed for Legal Sufficiency by University Attorney:

to affirm and legal sufficiency.

Quil C. Smith 04/29/2025

Deputy General Counsel

Date