

**DUAL ENROLLMENT ARTICULATION AGREEMENT  
BETWEEN THE UNIVERSITY OF WEST FLORIDA  
AND Pensacola Private School of Liberal Arts**

THIS DUAL ENROLLMENT ARTICULATION AGREEMENT is entered into between the University of West Florida Board of Trustees, a public body corporate, 11000 University Parkway, Pensacola, Florida 32514 (hereinafter referred to as the "University" or "UWF") and (private school) Pensacola Private School of Liberal Arts, (address) 301 E. Gadsden St. Pensacola, FL 32501 (hereinafter referred to as the "School"), and becomes effective as of the date last signed below.

WHEREAS, the Florida Legislature has promulgated Section 1007.271, Florida Statutes, providing for the adoption of articulation agreements for postsecondary instruction for Florida public or private school students in grades 6 through 12, and

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students in the School during and after normal class hours through the effective use of the University's programs and resources;

NOW THEREFORE, the University and the School hereby agree as follows:

**A. DUAL ENROLLMENT PROGRAM**

1. Student – Student success in the Dual Enrollment Program is dependent upon the student's academic readiness and social maturity.
2. Faculty – Dual Enrollment Program instructors shall be employed faculty of the University. As required by University policy, the faculty and course shall be evaluated by the approved student evaluation instrument and by the University academic department head.
3. Dual Enrollment Program – The Dual Enrollment Program provides postsecondary learning opportunities for qualified eligible students through the effective use of the University's courses, services, and resources.
  - a. Students are eligible to participate in Dual Enrollment if they have met the requirements of Section 1007.271, Florida Statutes, including any alternative methods, as identified in Florida Department of Education rules, for demonstrating achievement in college-level communication and computation skills, and are approved by their School representative(s) to have:
    - (1) Attained a grade level of at least sixth through twelfth;

- (2) Earned a minimum of no less than three high school core academic credits;
- (3) Achieved and maintained a minimum high school unweighted core academic grade point average (GPA) of 3.00 each semester;
- (4) Met or exceeded standard scores on any of the following tests:
- Florida Postsecondary Education Readiness Test (PERT):  
Standard Score  
Reading: 106                      Writing: 103                      Mathematics: 114
  - Next-Generation ACCUPLACER, The College Board (through July 2022): Standard Score  
Quantitative Reasoning, Algebra, and Statistics (QAS): 242  
Reading: 245                      Writing: 253
  - Next-Generation ACCUPLACER, The College Board (Since August 2022): Standard Score  
Quantitative Reasoning, Algebra, and Statistics (QAS): 261  
Reading: 256                      Writing: 253
  - SAT or Digital SAT, The College Board: Standard Score  
Mathematics: 480                      Reading and Writing: 490
  - ACT, Inc.: Standard Score  
Reading: 19                      English: 17                      Mathematics: 19
  - CLT, Classic Learning Initiatives LLC:  
Sum of the Verbal Reasoning & Grammar/Writing Sections: 38  
Quantitative Reasoning Section: 16
- (5) Enrolled in the School for one full semester prior to participating in Dual Enrollment. A transfer student that has successfully completed a Dual Enrollment course (as indicated on the student's transcript from the sending school) and otherwise meets the requirements of the Dual Enrollment Program may be allowed to participate in the Dual Enrollment Program upon initial enrollment with the School;
- (6) Consulted with their guidance counselor about taking Dual Enrollment course(s) at UWF.

b. Students eligible for Dual Enrollment courses shall:

- (1) Obtain and complete the following forms, which are available on the UWF web page:
  - (a) UWF Dual Enrollment Application; and
  - (b) UWF Dual Enrollment Approval Form (required for each semester of dual enrollment).
- (2) Return the completed forms, with required signatures, to the guidance counselor as soon as they are completed, but no later than the first day of classes;
- (3) Before registration, complete the online Mandatory Immunization Health History Form, and, if necessary, submit supporting documentation to:

University of West Florida  
Student Health Services Building 960  
11000 University Pkwy.  
Pensacola, FL 32514  
Phone: 474-2172  
FAX: 857-6100  
[healthcenter@uwf.edu](mailto:healthcenter@uwf.edu)

*The Mandatory Immunization Health History Form and supporting documentation is required for registration. Exceptions may be granted in the event of medical contraindications or for religious reasons;*

- (4) Communicate with the guidance counselor to complete the course registration process;
  - (5) Purchase a UWF Nautilus Card and, if necessary, a UWF parking decal; and
  - (6) Refer to the Office of the Registrar web page for registration dates and deadlines.
4. Early Admission – Students in Dual Enrollment may apply for Early Admissions, which allows eligible students to enroll on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate

degree. Students who wish to participate in Early Admission must submit a completed undergraduate admissions application, including any supporting documentation or test scores required by the University, to the Dual Enrollment Office during the Fall semester of their senior year of high school. Applications for Early Admission are considered in the same manner as other “First Time in College” student admissions decisions. Students will only be eligible for Early Admission during the Spring semester of their senior year of high school. Students must meet the following requirements:

- a. A minimum GPA of 3.0 at the post-secondary institution they have been attending.
- b. Completion of a minimum of 45 college credit hours and on track to complete their Associate of Arts degree for the enrolled semester.
- c. Submission of a letter of recommendation from their principal.

5. **Student Registration and Student Responsibilities –** Eligible students who wish to participate in the Dual Enrollment Program shall comply with the regular registration procedures of the University. Students shall obtain appropriate advisement from the School for selected courses prior to registration. The Dual Enrollment Office offers specific registration guidance upon request. Students enrolled in the Dual Enrollment Program are subject to all University policies and procedures while on any UWF campus or at any UWF sponsored programs off-campus. Dual Enrollment registration will be processed using the Dual Enrollment Course Approval form approved by the High School Counselor. Students will be able to utilize self-registration to expedite securing their course selection once the approval form is processed.

6. **Number of Credits –**

- a. **Maximum number of credits per semester –** Full-time Dual Enrolled students may register for a maximum of fifteen (15) semester hours per semester or six (6) hours for a summer term (see early admissions program below). A student who enrolls as a part-time Dual Enrollment student may take a maximum of six (6) hours per semester while maintaining four (4) classes at the School. It shall be the responsibility of the School to verify that students have completed the necessary prerequisites for each course.
- b. **Maximum number of credits earned as a Dual Enrollment student –** The maximum number of credit hours that can be earned cumulatively as a Dual Enrollment student shall not exceed sixty (60) semester hours.

- c. Early Admission Program – A student must enroll in a minimum of twelve (12) college credit hours per semester or the equivalent to participate in the Early Admission Program. A student may not be required to enroll in more than fifteen (15) college credit hours per semester or the equivalent.
7. Approved Courses – Postsecondary instruction approved for Dual Enrollment must be creditable toward the high school diploma and the baccalaureate degree.

Eligible students shall be permitted to enroll in such creditable courses conducted during school hours, after school hours, and during summer terms. Suggested courses are listed at <https://uwf.edu/academic-affairs/departments/strategic-enrollment-initiatives/dual-enrollment/>.

Dual Enrollment students may not take:

- a. Courses that are not creditable to both the high school diploma and the college degree
- b. Any courses for which the student already has credit or may earn AP/IB credit
- c. Courses graded on an S/U basis, P/F basis, or not graded at all such as an audit
- d. Recreation, Physical Skills, or Leisure courses, such as dance, yoga, karate, tennis, or weightlifting
- e. Courses with unmet prerequisites
- f. Courses designated as limited access or restricted to specific cohorts, programs, or student types, including Kugelman Honors-designated sections
- g. Graduate-level courses (5000-8000 level)
- h. Internships, capstones, independent/directed study, study abroad courses or 990 courses
- i. Applied Music courses, including, but not limited to MVB, MVK, MVP, MVS, MVV, and MVW courses
- j. Zero Credit hour courses

The University shall assume responsibility for the maintenance of the instructional quality in accordance with the requirements of Section 1007.271(5) Florida Statutes.

8. Posting Credits – UWF shall assign letter grades to each student enrolled in a Dual Enrollment course and transmit same to the School. The letter grade assigned by UWF shall be posted to the student's school transcript by the School.

9. **Weighting** –The School must weigh Dual Enrollment courses the same as advanced placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated.
  
10. **Withdrawing from a course** – Students participating in Dual Enrollment will not be permitted to withdraw from a course unless it is mutually agreed upon by the University and the school principal or appointed designee. Students who withdraw from courses with the permission of the School District will forfeit the opportunity to participate in the Dual Enrollment program for the next full-time semester, which may include summer terms. Students who withdraw from courses without the permission of the School District will forfeit the opportunity to participate in UWF’s Dual Enrollment program thereafter. Students receiving a grade of D or F will lose eligibility for Dual Enrollment for courses taken with the University for at least one semester, including summer semester.
  
11. **Dual Enrollment Probation and Suspension** –
  - a. **Probation** – Students in Dual Enrollment who receive a letter grade of D+ or lower and students who withdraw from a course will be placed on probation for a semester. These students are not suspended from the program; they will be eligible to enroll in Dual Enrollment courses without reapplying to the program after the probationary period ends.
  
  - b. **Suspension** -- Following probation, a student may be suspended for: (i) continuing to have grades of D+ or lower; (ii) maintaining an overall GPA of less than 2.50 (term and/or cumulative); (iii) engaging in misconduct as described in UWF Regulations 3.010 and 3.030 (Student Code of Conduct and Student Code of Academic Conduct); (iv) due to any other relevant and material factor to the student’s success at UWF; or (v) any combination of these factors. Students who have been suspended from the Dual Enrollment program for any reason will not be eligible for reinstatement in the Dual Enrollment Program. However, the student may still be eligible for Undergraduate Admissions at the time of high school graduation.
  
12. **Student Monitoring** – Monitoring of student performance subsequent to enrollment in Dual Enrollment courses shall be the responsibility of the School. At the conclusion of each academic semester, the School will review the academic progress of each participating student. In situations where a student has demonstrated academic difficulties, the student may be denied the

opportunity to take additional Dual Enrollment courses at the University. Dual enrolled students must maintain a cumulative University GPA of 2.50.

13. **Enrollment Limits** – The University, in its sole discretion, may cancel a course based upon low enrollment. The determination for what constitutes low enrollment is at the discretion of the academic department offering the course.
14. **Transportation and Instructional Materials** – Transportation for any student receiving Dual Enrollment instruction shall not be the responsibility of the University, but rather is the responsibility of the student or the student's parents. Instructional materials assigned for use within Dual Enrollment courses shall be the responsibility of the student or the student's parents.
15. **Fees** – Dual Enrollment students shall be exempt from the payment of registration, tuition, and laboratory fees. Students are responsible for the payment of library and/or parking fines, Nautilus Card (UWF ID card) fees, and parking decals.
16. **Information** – The School 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 in accordance with Section 1007.271(8), Florida Statutes. The University shall provide a syllabus for each course that outlines expectations of the student.
17. **Screening and Academic Counseling** – Eligible students may exercise their option to participate in the Dual Enrollment Program by following the registration and guidance procedures outlined by the School and the University. Students are required to meet with their respective school counselor to review eligibility criteria and to develop a graduation plan. Once the school counselor has determined that the student is eligible for the Dual Enrollment program and has developed a plan for the student, the student will complete the application forms and contracts as appropriate.
18. **Transfer Guarantees** – Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment. A copy



of the Dual Enrollment Transfer Guarantees statement is attached and can be found at <https://info.fldoe.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf>.

19. Reporting – Each party is responsible for reporting information required by the State in a timely manner.

## B. FUNDING

1. The University will seek reimbursement from the Department of Education Dual Enrollment Scholarship Program for tuition and related instructional materials costs at the standard tuition rate established in Section 1009.24(4)(a), Florida Statutes, and as more particularly described in Section 1009.30, Florida Statutes.
2. For purposes of determining payment due the University, on-line or hybrid classes offered by the University are considered to be on the University campus.

## C. GENERAL TERMS

1. Term – The initial term of this Agreement shall be for one (1) year. Either party shall have the right to terminate this Agreement for any reason by providing ninety (90) days written notice prior to the expiration of a current term. The parties to this Agreement agree to revise or modify it only by written amendment signed by both parties.
2. Students with Disabilities – Services and resources are available to students with disabilities who register in a Dual Enrollment or Early Admissions course. Information on Student Accessibility Resources can be found at: <https://uwf.edu/academic-engagement-and-student-affairs/departments/student-accessibility-resources/>.
3. Confidentiality and Non-Disclosure – The University may disclose information from a Student's educational record and personal data, as appropriate, to personnel at the School who have a legitimate need to know in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. §1232g; 34 CFR Part 99) and the European Union General Data Protection Regulation. The School hereby agrees that its personnel will use such information only in furtherance of the Program for the Student, and that the information will not be disclosed to any other party without notice to the



University and with the Student's prior written consent. For the purposes of this Agreement, the University hereby designates the School as a school official with a legitimate educational interest in the educational records of the participating Student(s) to the extent that access to the Student's records is required by the School to carry out the Dual Enrollment Program. Records of University and School will be subject to public access only to the extent required by Chapter 119, Florida Statutes.

4. **Liability/Risk** – Each party assumes any and all risk of personal injury and property damage attributable to the negligent acts or omissions of that party and its own officers, employees and agents while acting within the course and scope of their employment or agency. Nothing contained in this Agreement shall be construed or interpreted as denying the University or other state entity any remedy or defense available under the laws of the State of Florida; the consent of the University to be sued; or a waiver of sovereign immunity of the University beyond the waiver provided in Section 768.28, Florida Statutes.
5. **Governing Law/Venue** – This Agreement shall be construed and enforced in accordance with the laws of the State of Florida and any disputes shall be filed in a court of competent jurisdiction in Escambia County, Florida.
6. **Independent Contractor** – Nothing herein is intended or shall be construed to establish any partnership, or joint venture between the School and UWF. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with operations under this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party.
7. **Force Majeure** – UWF shall not be responsible for its failure to perform any obligations under the Agreement when failure to perform is due to causes beyond UWF's reasonable control, determined in UWF's sole discretion, including but not limited to strikes, lockouts, actions or inactions of governmental authorities, pandemics, epidemics, acts of war or terrorism, embargoes, fire, earthquake, hurricane, windstorm, tornados, acts of God, or default of common carrier.
8. **Public Records**. School shall comply with all applicable requirements of the Public Records Laws, particularly if School is a "Contractor" as defined under Section 119.0701, Florida Statutes: (a) Keep and maintain public records required by UWF to perform the service; (b) Upon request by UWF, provide the

public with access to public records on the same terms and conditions that UWF would provide the records and at a cost that does not exceed the cost provided in the public records laws, or as otherwise provided by law; (c) Ensure that public records that are exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) Meet all requirements for retaining public records and transfer, at no cost, to UWF all public records in possession of School upon termination of the Agreement (or upon request by UWF) and destroy any duplicate public records that are exempt from public records disclosure requirements. All records stored electronically must be provided to UWF in a format that is compatible with UWF's information technology systems. UWF may unilaterally cancel the Agreement for School's refusal to allow public access to all public records that were made or received in conjunction with the Agreement. IF SCHOOL HAS QUESTIONS REGARDING THE APPLICABILITY OF CHAPTER 119 TO SCHOOL'S DUTY TO PROVIDE PUBLIC RECORDS, SCHOOL MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 474-3420, GCFRONTDESK@UWF.EDU, BY MAIL AT 11000 UNIVERSITY PARKWAY, PENSACOLA, FLORIDA 32514.

9. Severability – If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, the legality, validity and enforceability of the remaining provisions shall not be affected thereby.
10. Assignment – This Agreement may not be assigned, in whole or in part, by either party without the prior written consent of the other party.
11. Execution – This Agreement may be executed by electronic or facsimile means and in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
12. Entire Agreement – This Agreement represents the entire agreement between the Parties and may not be modified without the written consent of both parties. In witness whereof, the parties hereto have caused this Agreement to be signed by their respective authorized representatives.

(Signature page follows.)

IN WITNESS WHEREOF the authorized representatives of the parties execute this Agreement below:

**THE UNIVERSITY OF WEST FLORIDA**

BY: DocuSigned by:  
Jaromy Kuhl 07/22/2024  
Dr. Jaromy Kuhl  
Provost  
DATE

BY: DocuSigned by:  
Adam Burgess 07/22/2024  
Adam Burgess, University Registrar  
UWF Office of the Registrar  
DATE

BY: DocuSigned by:  
Ethan Henley 07/22/2024  
Ethan Henley, Director  
UWF Undergraduate Admissions  
DATE

BY: DocuSigned by:  
Tiffany Braun 07/19/2024  
Tiffany Braun, Associate Director  
UWF Enrollment Affairs  
DATE

**SCHOOL**

BY: DocuSigned by:  
Bryan Oakes 07/23/2024  
~~Bryan Oakes~~, Head of the School  
DATE

ATTEST: DocuSigned by:  
Madison Murphy 07/23/2024  
Madison Murphy, Academic Advisor  
DATE

## **DUAL ENROLLMENT TRANSFER GUARANTEES**

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don't know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.