

The College of the Florida Keys (CFK)
2026-2027 Personalized Education Program Dual Enrollment Articulation Agreement

Program Description – Dual enrollment for Personalized Education Program (PEP) students consists of the enrollment of an eligible PEP secondary student in a postsecondary course creditable toward a college credit certificate, an associate degree, or a baccalaureate degree. To participate in dual enrollment, eligible PEP secondary students must:

- PEP recipients must provide the PEP scholarship award letter.
- PEP recipients must submit the PEP scholarship award letter each academic year while participating in Dual Enrollment.
- Be responsible for their own transportation.

Dual enrollment transfer guarantees dual enrollment is an opportunity to take challenging courses and accelerate education opportunities. With many 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 college credit certificate, an associate degree, or a baccalaureate degree.

Course Offerings – College-level courses, including college credit and career and technical education credit, may be offered by CFK for PEP school students participating in dual enrollment. Eligible secondary students shall be permitted to enroll in postsecondary courses conducted during school hours, after school hours and during summer semesters. Students who meet the dual enrollment eligibility requirements shall be allowed to enroll in courses on the *Dual Enrollment Equivalency List* found here: [Dual Enrollment Equivalency List](#). Courses on this list are guaranteed to satisfy high school graduation subject area requirements. Students may also enroll in other approved courses offered by CFK that are listed in the Statewide Course Numbering System. (SCNS)

1. Courses of less than three (3) college credits, with the exception of courses designated as lab courses, shall not be eligible for dual enrollment. Courses with lab fees over \$225 are only eligible for dual enrollment if the student is approved through the Lab Grant Procedure. Approval is based on the availability of funds.

Approved courses shall be credit-bearing courses leading to the completion of a college credit certificate, an associate degree, or a baccalaureate degree and shall not include remedial or physical education skills courses.

Student Eligibility – CFK has developed enrollment criteria and a screening process to identify and select students for Dual Enrollment as to assure that students selected are appropriately prepared to benefit from college-level courses. The enrollment criteria are:

- Provide proof of participating in a Personalized Education Program (PEP).

- Signature of both parent/guardian and student on the PEP Dual Enrollment Articulation Agreement.
- Expressed intent by the student to pursue a postsecondary degree or college credit certificate.
- In addition to prerequisites listed in the college catalog, students must score at college level reading on the PERT, or approved FLDOE list here: <https://www.fl DOE.org/schools/higher-ed/fl-college-system/academics/common-placement-testing.shtml> .
- Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), F.S. and Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies.
- Alternative methods to common placement tests. Pursuant to Section 1008.30, F.S., Florida College System institutions may use alternative methods in lieu of the common placement tests.
 - Credit-by-examination. Students achieving passing scores and receiving credit for college-level communication or computation pursuant to the credit-by-examination equivalency list in Rule 6A-10.0315, F.A.C., shall have previously demonstrated readiness for college-level coursework.
 - CFK will accept alternative methods for determining readiness for college credit coursework outlined by FLDOE here: <https://www.fl DOE.org/schools/higher-ed/fl-college-system/academics/common-placement-testing.shtml>.
- Students whose CFK cumulative grade point average falls below 2.0 will be placed on academic probation.
- Students whose CFK cumulative grade point average falls below 1.0 will not be eligible for Dual Enrollment.
- Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.

2026-2027 Prerequisite Test Score requirements can be found in the College's 2026-2027 catalog.

PERT Testing – The PERT will be administered to PEP school students by CFK upon request of the PEP school student's parent/guardian at times and places based on mutual agreement. To be permitted to take the PERT for dual enrollment purposes, all PEP school students should submit a PERT Authorization Form.

The CFK Dual Enrollment Admission Application should be completed by the “student application deadline” as outlined in the CFK Operational Calendar by Semesters 2026-2027

Tuition and Fees –PEP dual enrollment students shall be exempt from the payment of tuition, laboratory, and textbook/instructional materials fees (1007.271(13) F.S.).

Textbooks/Instructional Materials – Textbooks/instructional materials used in dual enrollment classes must be the same or comparable with those used in other postsecondary courses at CFK with the same course prefix and number. Textbooks/instructional materials shall be provided to the student at no cost. Textbooks/instructional materials must be purchased by CFK, will remain the property of the College, and must be returned by students at the end of each semester. Students should contact their CFK Academic Advisor for the current textbook procedure.

Transportation –PEP students and/or parents/guardians are responsible for providing their own transportation.

Accessibility Services – Students may apply for accommodations through Student Accessibility Services. The following services available to students through Student Accessibility Services include, but are not limited to:

- assistance in admission and course registration
- information and referrals to campus and community services
- advice on classroom accommodations
- liaison to faculty, provide assistance to faculty on effectively working with students with accessibility needs
- instructor notification of students with accessibility needs
- equipment loan
- modified or extended test-taking
- course substitutions

College/Course Level Expectations:

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 their college transcript.
2. All grades, including “W” for withdrawal, become a part of the student’s permanent college transcript and may affect subsequent postsecondary institution 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 and/or maturity.
4. Students should carefully select courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.

FERPA- Family Educational Rights and Privacy Act – In accordance with the Family Education Rights and Privacy Act, a student's educational records maintained by the school will not be shared with the parent/guardian unless a current FERPA Consent Form for Disclosure is on file with CFK.

Course selection is important for dual enrollment students. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Students are able to complete their college credit certificate or degree at the same time they graduate from high school. Meeting with a CFK Academic Advisor is required for all incoming dual enrollment students and is especially beneficial to those students who do not yet know what they want to study in college. Some students consult with an academic 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.

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.

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 (1007.271(15) F.S.).

By signing this form, I agree to the terms of this articulation agreement.

Signature of Parent / Guardian (circle one)

Date

Signature of Student

Date

THE COLLEGE OF THE FLORIDA KEYS AGREEMENT AND APPROVAL

The College of the Florida Keys agrees to enroll the above named PEP student in accordance with this agreement. Fees for courses used for high school units will not be assessed. Final grades will not be mailed, but students may access them via CFK Online Student Services. Official transcripts will be released upon written request provided the student has no obligations to CFK.

Signature of CFK Official

Date