

2023-2024
Early College/Dual Enrollment Articulation Agreement
Between Northwest Florida State College
And The Home Education Student and Parent

Northwest Florida State College (the “College”) and The Home Education Student and Parent, Florida (the “Student”) enter this early college/dual enrollment articulation agreement for the purpose of offering students access to early college/dual enrollment opportunities at the College.

1. **Term.** This Agreement is effective from August 21, 2023, to July 31, 2024. This Agreement may be amended or renewed from year-to-year by mutual agreement of the College and the School.
2. **Purpose.** Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment is three-fold: shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma; broaden the scope of curricular options available to students; or increase the depth of study available for a particular subject.
3. **Qualified Students May Enroll in College Classes.** Under the dual enrollment program, the Home Education students, with the consent of their parent(s)/guardian(s) may enroll in college classes through the College. Coordination should be based on the conditions outlined below. The successful completion of the college classes will allow the Home Education students to earn college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree.
4. **Ratification or Modification of all Existing Articulation Agreements.** This Inter-Institutional Articulation Agreement (IAA) serves to ratify current existing IAA between the College and The Home Education Student and Parent. The provisions set forth in this IAA enables qualified students to simultaneously earn both high school and college credit. This Agreement may be amended should SBE Rules, Florida Statutes, or interpretations require such action. A signed IAA will be submitted by the College to the Department of Education on or before August 1, 2023.
5. **Process to Inform Student and Parents about Opportunities for Students to Participate in Dual Enrollment.** Students and parents will be apprised of the opportunity to participate in the dual enrollment program and the availability of related college course offerings College website (www.nwfsc.edu). The College will additionally post events that promote Dual Enrollment such as information and Preflight sessions on the college website.
6. **Available Courses and Programs for Eligible Students.** Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those 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/core/fileparse.php/5421/urlt/AcademicList.pdf> or on the NWFSC Dual Enrollment page (nwfsc.edu/dual). Should the Florida Common Course Numbering System (SCNS) institute a course number change for any of the courses on the

state list, the revised course number shall replace the original number per SCNS guidelines and implementation of the change by the College.

7. **Processes for Students and Parents to Participate in Dual Enrollment.** The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

- a. An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that is in compliance with § 1002.42(2), F.S., and provides a secondary curriculum under § 1003.4282, F.S. Students who are eligible for dual enrollment under this section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.
- b. Students must meet the eligibility requirements. There are no exceptions to the eligibility requirements for dual enrollment. Students that meet the eligibility requirements may register for approved college credit courses.
- c. The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester. Only as provided in this Agreement, students may take up to two online courses per semester.
- d. Students must follow these steps each term:
 - i. New students only: Apply Online for Dual Enrollment Admission through the College website. Students will receive an NWFSC email with their identification number indicating their application has been processed. Students should anticipate a minimum of three business days for an application to process.
 - ii. If ACT or SAT scores do not establish college readiness, contact the NWFSC College test center to arrange to take PERT.
 - iii. Consult the College website for course options.
 - iv. Consult with the high school counselor to confirm that the desired courses will meet graduation requirements and will be posted to the high school transcript.
 - v. Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students will fill out this form with their course selection during the registration period. See Appendix A.
 - a. The Home Education Student must upload the following documents to the registration form:
 - Proof of enrollment in a home education program, pursuant to s. 1002.41, F.S.

- Transcript showing successful completion of 9th grade and a minimum of Five (5) credits earned.
- vi. Complete all sections of the Dual Enrollment Registration form and obtain the required signatures. The Dual Enrollment office will notify the student, via email after registration has been processed. The student and Parent/Counselor will have access to all forms through their Dynamic Forms Dashboard.
 - vii. Obtain an NWFSC Student ID Card. Students will have the option of a digital ID or a physical ID. It is preferred that students create a digital ID.
 - viii. Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration to pick up textbooks.
8. **Additional Eligibility Requirements for Dual Enrollment.**
There are no additional eligibility requirements.
9. **Students' Rights and Responsibilities.** Dual Enrollment students are considered College students, and they have the same rights and responsibilities and are subject to the same Student Code of Conduct and Academic Integrity standard as non-dual enrollment college students. Dual Enrollment students and their parents are encouraged to refer to the Early College/Dual Enrollment webpage on the College website at <https://www.nwfsc.edu/academics/dual-enrollment/>. A statement of Student Rights and Responsibilities is found in the College Catalog. Each student is expected to participate seriously and purposely in college life. These standards apply to behavior in the classroom, academic achievement, and campus behavior.
- a. Any student behavior that tends to interfere or otherwise disrupt the orderly conduct, process, function, or interests of the College is prohibited, such as, but not limited to, cheating in any form; plagiarism; gambling; theft; vandalism; destruction of property; falsification of personal or College records; the use, manufacture, distribution, sale, or possession of alcoholic beverages or controlled substances; violence; and hazing or harassment. For full information regarding prohibited behavior, consequences, and due process afforded to students, read the Student Code of Conduct and Academic Integrity Procedure in the Student Handbook, which is in the College Catalog. Dual Enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.
 - b. Students will be informed on the first day of class of the requirements and expectations for the course. This will include the course number, title, and number of credit hours; the required and optional materials; the course objectives; the items that will be graded and how they will be weighted; the method for determining the final grade; and the class policies for attendance, tardy attendance, make-up work, classroom conduct, plagiarism and cheating, student rights and responsibilities, and cell phone use.

- c. Students must reference the course syllabi that details the requirements and expectations for the course on the first day of class. The syllabi will include the course number, title, and number of credit hours; the required and optional materials; the course objectives; the items that will be graded and how they will be weighted; the method of determining the final grade; and the class policies for attendance, classroom conduct, plagiarism and cheating, students' rights and responsibilities, and cell phone use.
- d. Under the standards set by the Florida Department of Education, students who meet the dual enrollment eligibility requirements must be allowed to enroll in college credit courses designated as part of the state and local dual enrollment program. Students may be dismissed from the dual enrollment program for disciplinary reasons, including disruption of the learning environment.
- e. Students must be in grades 6 – 12 and meet the eligibility requirements provided in § 1007.271(3), F.S., regarding GPA and placement testing.

10. General Dual Enrollment Admissions Guidelines. The following are the general dual enrollment admissions guidelines:

- a. The Home Education student must have completed 9th grade and earned 5 credits to be eligible for Dual Enrollment courses and must maintain a 3.0 or higher college GPA to remain eligible for enrollment in dual courses. Both parties recognize that online coursework presents unique challenges to students. Dual enrollment students are limited to two online classes per semester. The College recommends that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available.
- b. Students who are eligible to participate in the college-credit courses will be identified by the parent/counselor at each enrollment period according to the following criteria:
 - i. Home Education Students may participate in dual enrollment the summer after completion of the 9th grade.
 - ii. Students shall maintain a cumulative, un-weighted grade-point average (GPA) of 3.0 or above on high school course work.
 - iii. Students must take one of the approved placement tests (PERT, ACT or SAT). Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, Gordon rule social science or humanities course, or any courses which require English, math or reading prerequisites. Students who have not met the minimum requirements for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until minimum placement scores in all subtests are provided. It is the Home Education Student and Parent's responsibility to ensure that a student does not take more than 12 credits without the required minimum placement scores.

- iv. Students who have accumulated 12 college credits, but less than 24.99 college credits must have a college GPA of 1.5 or above. Students who have 25 or more college credits must have a college GPA of 2.0 or above.
 - v. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
 - c. Dual Enrollment students are limited to a total of three unsuccessful attempts in the dual enrollment program. An unsuccessful attempt is defined as a failing grade (F) or a Withdrawal from a course (W). It is the Student and Parent's responsibility to ensure students do not repeat courses.
 - d. College courses offered as part of the technical/core requirements in limited access programs such as Radiography, or programs with specific admissions requirements, such as the Law Enforcement and Corrections Academies are not available for dual enrollment unless agreed to by the College and the School under an addendum to this Agreement.
 - e. As provided in the College Catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.
 - f. Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.
11. **Career Technical Credit Dual Enrollment Admissions Guidelines.** Students who are eligible to participate in the Career Technical-credit courses will be identified by the Parent/Counselor at each enrollment period according to the following criteria:
- a. Home Education students are eligible to participate in Career Technical credit courses after successful completion of the 9th grade.
 - b. Students shall have a cumulative, un-weighted grade-point average (GPA) of 2.0 or above on high school course work.
 - c. Students must meet the minimum requirement for appropriate subtests of a State Board approved college placement test if enrolling in a college English, Math, Reading, Gordon rule Social science or Humanities course, or any courses which require English, Math or Reading prerequisites.
 - d. Students must also satisfy all Test of Adult Basic Education (TABE) testing requirements associated with career technical certificate programs per Florida law and rule.
12. **High School Credit Earned for Passing Dual Enrollment Courses.** Students earning passing grades in dual enrollment courses will receive both high school units creditable toward high school graduation and college credits applicable to an associate degree or other college program. For a three or four credit college course, a student will simultaneously earn the appropriate number of hours of college credit and .5 Carnegie units applicable toward high school graduation, except for those courses for which 1.0 Carnegie units are awarded per state guidelines.
13. **Student Transcripts.** College credits earned under this program will be duly entered on the student's College transcript as well as on the student's high school transcript. Students may review their college course records through Raidernet. All grades earned

will be posted to the Northwest Florida State College transcript; grades earned in dual enrollment classes are part of the permanent postsecondary academic record. Students may view an unofficial transcript in their Raider Profile by logging into Raidernet using their login credentials.

14. **Transfer Guidelines.** The Department of Education Transfer Guidelines may be found in Appendix B.
15. **Navigating.** Students enrolling in courses under this program will have the opportunity to receive academic advising from Student Success Navigators at NWFSC. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the College via phone, chat, or in-person to schedule an appointment. The parent serves as the counselor for the Home Education Student and will be responsible for high school academic counseling for their students.
16. **Tuition and Fees.** Students registering for dual enrollment courses in this program are exempt from paying tuition or fees. Students are eligible for the dual enrollment fee exemption through the last term of their high school enrollment; graduating seniors are not eligible for dual enrollment status and fee exemption during the term immediately following their graduation date, even if the registration period or college classes begin prior to the student's actual graduation date. Dual enrollment student admission to the College will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or another special enrollment category. If a dual enrollment student is unconditionally admitted to the College or admitted under some other special enrollment category, they will be assessed the standard registration and lab/special tuition fees.
17. **Informing Students and Parent of College-level Course Expectations.**

College Dual Enrollment personnel and Student Success Navigators inform students and parents that dual enrolled students are enrolling in college-level, postsecondary classes. During information sessions the College will explain the following to dual-enrolled students prior to enrollment:

The content in College classes is designed to offer all students a challenging, growing experience in each class. Each class experience may include content more mature, wide-ranging, or different from that which is offered in a high school classroom. Curriculum is not modified for dual enrollment students, and dual enrollment students share classes with students of many ages, backgrounds, and beliefs. Dual enrollment students are expected to participate fully in College courses. A dual-enrolled student may be introduced to theories, topics, materials, discussions, or ideas that are different from those they have encountered before or that they do not agree with. Every College student, including my student, is expected to talk independently with their instructor to address any questions or concerns or, as needed, follow the College complaint process as stated in the College Student Handbook, or withdraw from a class.

Northwest Florida State College complies with federal, state, and accreditation requirements. Every course that a dual-enrollment student may enroll in are subject to the academic standards of the College, including but not limited to qualifications of the faculty, time in the classroom, instructional materials, and syllabus content. The curriculum, content, evaluation of performance, and selection of instructional material is the prerogative of the instructor in accordance with College-approved syllabi. The College

Vice President of Academic Affairs, the College Curriculum Committee, and respective divisions or departments of the College monitor the instructional quality of all College courses per institutional guidelines and the Statement of Standards for Dual Enrollment/Early College Programs in the Florida Community College System. Courses offered under the dual program meet or exceed the standards of the Southern Association of Colleges and Schools Commission on Colleges. All grades earned will be reported to the appropriate high school and posted to the Northwest Florida State College Transcript; hence, the dual grades are part of the permanent postsecondary academic record.

18. **Individual Exceptions to Required GPA.** There are no exceptions permitted for the required 3.0 unweighted cumulative grade point average for college credit courses and 2.0 unweighted cumulative grade point average for career technical courses.
19. **College Dual Enrollment Registration Policies.** Dual enrollment students must complete the electronic Dual Enrollment Registration Form and obtain the appropriate signatures. The College will process Dual Enrollment Registration Forms in the order received during the approved registration period. General term information including drop/add and withdrawal information is published on the College website: www.nwfsc.edu. Courses dropped during the schedule adjustment period (drop/add) do not appear on students' transcripts.
20. **Student Attendance.** The attendance of high school students in the dual enrollment classes will be monitored by the instructor. Regular and prompt attendance in all classes is expected. Within the guidelines applicable to all faculty at the College, instructors establish attendance and make-up work policies for their classes. It is the student's responsibility to notify the instructor of any absence and plan to complete any missed work.
21. **Student Withdrawal from College Classes.** Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures must be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the final exam is no longer eligible to withdraw from the course, even in the exam is given prior to the traditional exam week.
 - a. Withdrawals require the student to complete the appropriate College form accessible from the Dual Enrollment webpage www.nwfsc.edu/dual. Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course, they may not repeat that course under the dual enrollment program. Students who have three or more withdrawals or Failures (Grade of F) from dual enrollment courses are no longer eligible to participate in dual enrollment. Withdrawal from a dual enrollment class is posted on a student's transcript and may have impact on future status in colleges or universities.
22. **Grades.** Progress of dual enrollment students during a semester is monitored primarily at the class level where faculty members can report attendance problems (including warning notice) or refer struggling students to various resources available at NWFSC. In addition, all dual enrollment students will be able to view midterm grades during the fall and spring semesters and final grades at the end of each semester by logging into their student RaiderNet account. Continued participation in dual enrollment from one semester to the next is determined by the eligibility criteria in this Agreement. The student's final grade in the college course shall be posted to the student's high school transcript.

23. **Costs Incurred by Each Party - Tuition:** The Home Education Student will not be responsible for the tuition costs related to approved dual enrollment courses taken under this agreement.
24. **Costs Incurred by Each Party - Instructional Materials.** In accordance with s. 1009.30, F.S., Dual Enrollment Scholarship Program, students will not be responsible for the cost of required instructional materials including textbooks, workbooks, and access codes associated with instruction.
25. **FTE Funding.** State revenue is in accordance with the applicable provisions of Florida law and is not altered by this Agreement.
26. **Student Transportation.** Students enrolling in college courses are responsible for providing their own transportation. Parking Permits are no longer required.
27. **Resources Available to Students with Disabilities.** NWFSC is committed to providing equal opportunities to all students. Disability support services assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments for courses taken at any NWFSC location by registering with the Accommodations Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in School locations will be coordinated by the local high school.
28. **Statutory Compliance.** If any conflict exists between the provisions of this Agreement and applicable law, the provisions of law shall prevail.
29. **Student and Parent Signature of the Articulation Agreement.** After reviewing this document, the Home Education Student should complete the signature page located [here](#). The student will login using his Raider credentials to create the form. After the student submits the form, it will be forwarded to the parent/counselor for signature. Completion of this document is required.

ANNUAL REVIEW OF AGREEMENT: The President of Northwest Florida State Community College shall review the Home Education agreement annually.

NORTHWEST FLORIDA STATE COLLEGE

BY: _____ Date _____
Dr. Devin Stephenson, President

APPENDIX A

DUAL ENROLLMENT REGISTRATION PROCESS

- Students will access all registration forms from the NWFSC Dual Enrollment webpage at www.nwfsc.edu/dual. No other forms will be accepted.
- Counselors and Parents will be expected to create a Dynamic Forms account in order to participate in the mandatory signature process. A guide can be found at <https://www.nwfsc.edu/wp-content/uploads/2022/10/Account-Creation-FOR-WEBPAGE.pdf>. Counselors will use their school email when creating their account. Parents should use an email they check regularly.
- Students will be required to utilize their Raidernet email and their Dynamic Forms Dashboard to monitor the progress of registration requests. Students will access their dashboard via a link found in each email from Dynamic Forms. A guide can be found at <https://www.nwfsc.edu/wp-content/uploads/2022/10/Student-Guide-for-Registering-with-Dynamic-Forms2.pdf>.
- Students will be responsible for the proper routing of their forms through counselor selection and parent email addresses. It is the student's responsibility to update incorrect email addresses or route them to a different counselor if their counselor is unavailable.
- All dates on the College-approved Academic Calendar will be applicable to dual students'. The only exception to the Academic Calendar is the Withdrawal date for Dual Enrolled Students. Please see section 25 for more information.
- Forms will remain on the Dynamic Forms Dashboard for 7 calendar days after the student e-signs his/her form. Any forms that have not changed to COMPLETE FORM status by this checkpoint will be deleted. Students will have to begin the form process again.
- Students should only submit one Registration form per term; additional changes to a schedule require the completion of a Drop/Add Form.

APPENDIX B

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. <https://info.fl DOE.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf>