

2023-2024
Early College/Dual Enrollment Articulation Agreement
Between Northwest Florida State College
And The Collegiate High School at NWFSC

Northwest Florida State College (the “College”) and the Collegiate High School (CHS), Florida 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 Collegiate High 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. **District Articulation Committee.** The CHS Principal and the College President shall review the Agreement on an annual basis through a College Articulation Committee. Consistent with § 1007.271(21), Florida Statutes (F.S.), the CHS Principal and the College President will establish the College Articulation Committee with representatives of both the College and the Collegiate High School. As appropriate under the Committee procedures, members of the public who are not appointed representatives to the Committee may attend and comment.
 - a. The Committee will also develop plans and recommendations regarding mechanisms and strategies for improving the preparation of elementary, middle, and high school teachers. The primary goal of the plan will be effective collaboration among school districts, postsecondary institutions, and practicing educators to improve teaching in Florida’s public schools. The plans and recommendations will address professional development activities that focus upon local and state needs and that respond to state, national and district policy and program priorities; among the areas to be targeted are technology, English for Speakers of other Languages (ESOL) and Sunshine Standards applicable to science, and Benchmark for Excellence of Student Thinking (BEST) Standards in Math. In addition, the College will work with the appropriate District personnel to develop content for and to disseminate information on subject area workshops, Florida Teaching Certification Exam (FTCE) review classes, and similar activities.
4. **Qualified Students May Enroll in College Classes.** Under the dual enrollment program, the Collegiate High School qualified public high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal/designee, 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 Collegiate High School students to earn college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree. This Agreement applies to the CHS’s students.

5. **Ratification or Modification of all Existing Articulation Agreements.** This Inter-institutional Articulation Agreement (IAA) serves to ratify current existing IAA between the College and Collegiate High School. The provisions set forth in this IAA enables qualified students to simultaneously earn both high school and college credit. This Agreement may be amended upon the mutual agreement of both parties should SBE Rules, Florida Statutes, or interpretations require such action by the Articulation Committee comprised of the College personnel. A signed IAA will be submitted by the College to the Department of Education on or before August 1, 2023.
6. **Process to Inform Students 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 through the cooperative effort of the Collegiate High School and the College to include public news releases, mailings, conferences, and/or announcements made at the schools or on the Collegiate High School or College website (<https://chs.nwfsc.edu>)_and www.nwfsc.edu).
7. **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, career and technical courses, 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). Dual enrollment students will not be allowed to take online classes without the recommendation of the Collegiate High School counselor.
 - a. For career dual enrollment, both clock hour and college credit courses and programs lead toward an approved industry certification from an industry Certification Funding List provided in § 1008.44, F.S. Course Equivalencies may be found at <https://www.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf>.
 - b. Courses may be offered in the high school by mutual agreement of the Collegiate High School and the College. Courses offered in the high schools may be scheduled on a flexible, rotating, and staggered basis to meet the needs of high school students and to complement the high school curriculum while maintaining the integrity of the college courses; however, these college courses may not be combined with any high school course.
8. **Processes for Student 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. For initial acceptance, apply to Collegiate High School during the open application deadlines found at <https://chs.nwfsc.edu/o/collegiate/page/application-process>.
 - ii. Meet the entrance criteria to eligibility requirements established by CHS that can be found at <https://chs.nwfsc.edu/o/collegiate/page/admission-requirements>.
 - iii. To maintain enrollment, students must maintain a 2.0 GPA.

9. **Additional Eligibility Requirements for Dual Enrollment.** There are no additional eligibility requirements.

10. **Students' Rights and Responsibilities.** CHS Students are Dual Enrollment students whom 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. CHS students are also expected to follow the Collegiate High School Student Handbook.

- 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 enrolled at Collegiate High School 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.
- f. Students in dual enrollment classes must abide by local school policies if the class is held in CHS and are subject to College policies when enrolled in a College class in any location.

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

- a. A student must be in grades nine (9), ten (10), eleven (11), or twelve (12) to be eligible for Dual Enrollment courses and must maintain a 2.0 or higher college GPA to remain eligible for enrollment in 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 CHS administration and/or CHS Student Services Coordinator/Counselor at each enrollment period according to the following criteria:
 - i. Junior and senior students are eligible to participate in college-credit courses during school hours, after school hours, and during the summer term.
 - ii. Freshman and sophomore students are eligible to participate in college-credit courses after school hours, during the summer term, or during the regular school day on an exception basis, if not offered at CHS.

- iii. Students shall have a cumulative, un-weighted grade-point average (GPA) of 2.0 or above on high school course work.
- iv. Students must take one of the approved placement tests. 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 all areas of the test are passed.
- v. Students who have accumulated 12 college credits, but less than 24.99 college credits must have a college GPA of 2.0 or above. Students who have 25 or more college credits must have a college GPA of 2.0 or above.
- vi. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
- c. College courses offered as part of the technical/core requirements in limited access programs such as Dental Assisting and Radiography, or programs with specific admissions requirements, such as the Law Enforcement and Corrections Academies are not available for dual enrollment.
- d. As provided in the College Catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.
- e. Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

12. Career Technical Credit Dual Enrollment Admissions Guidelines. Students who are eligible to participate in the Career Technical-credit courses at each enrollment period according to the following criteria:

- a. Junior and senior students are eligible to participate in Career Technical credit courses during school hours, after school hours, and during the summer term.
- b. Freshmen and sophomores are eligible to participate in Career Technical credit courses after school hours, during the summer term, or during the school day
- c. Rising sophomore students are eligible to participate in college-credit courses during the summer session that begins after the last day of their freshman school year.
- d. Students shall have a cumulative, un-weighted grade-point average (GPA) of 2.0 or above on high school course work, or the recommendation of the principal and the approval of the College if the GPA is less than 2.0.
- e. Students must meet the minimum requirement for 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.

- f. Students must also satisfy all Test of Adult Basic Education (TABE) testing requirements associated with career technical certificate programs per Florida law and rule.
13. **Collegiate High School's Responsibilities for Determining Eligibility and Monitoring Student Performance.** Students must meet CHS eligibility requirements as outlined at <https://chs.nwfsc.edu/o/collegiate/page/admissions> to participate in the CHS lottery and be officially admitted. Requirements vary by grade level and degree options. Student's performance is monitored by the faculty, staff, and administration at CHS and NWFSC faculty.
14. **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. For Career Certificate clock hour courses taken through dual enrollment, the following methodology must be used for the awarding of high school credits: 0.5 high school credit for each 75 hours in the course rounded down to the nearest 0.5 credits. High school credits are awarded upon completion of the postsecondary course. The Collegiate High School will weigh the early college/dual enrollment courses, both general education and clock hour, the same way that they weigh Advanced Placement and International Baccalaureate courses. Additional information about dual enrollment courses, equivalent high school credits, and high school subject area is included in Appendix A.
15. **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 are reported at Collegiate High School and posted to the Northwest Florida State College transcript; grades earned in dual enrollment classes are part of the permanent postsecondary academic record.
16. **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 Collegiate High School counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students.
17. **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.

18. **Informing Students and Parent of College-level Course Expectations. Collegiate.** CHS staff 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.

19. **Individual Exceptions to Required GPA.** There are no exceptions.
20. **College Dual Enrollment Registration Policies.** Collegiate High School students must complete the Collegiate High School Registration Form and obtain the appropriate signature. The Collegiate High School will process 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.
21. **Exceptions to the College Faculty Handbook's Professional Rules, Guidelines, and Expectations.** There are no exceptions to the College's standards for faculty as it relates to dual enrollment students. Instructors assigned to teach dual enrollment courses under this Agreement are employed by NWFSC during their teaching assignment. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the College. All instructors must submit official transcripts and complete the

NWFSC hiring process. All instructors must complete training and orientation prior to each semester. While working for the College, the adjunct instructor will report to the chair/director of their discipline. The College will provide all adjunct instructors teaching courses exclusively for dual enrollment students with a full-time faculty contact or liaison in the same discipline, information for accessing the faculty and student handbooks online, copies of course plans and objectives for the college courses they are teaching, and information about the end-of-course assessment or a series of assessments of all expected learning outcomes in accordance with the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2018 Edition.

22. **Exceptions to the College Student Handbook's Rules, Guidelines, and Expectations Applicable to Faculty.** There are no exceptions to the College's standards for faculty as it relates to dual enrollment students. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the College. Instructors in this program will maintain the same standards and rigor, use the same or comparable approved textbooks/instructional materials, work under the supervision of the appropriate College chair/director regarding their dual enrollment course objectives, and file a copy of their course syllabus with the director/department chair prior to the start of the term. The instructor will provide end-of-course assessments to the College at least two weeks before the final exam period. The graded assessments will be sent to the appropriate College division or department where they will be kept for one year. The College chair/director will consult with appropriate CHS personnel as needed. For classes meeting in the high schools, administrative responsibilities of the high school facility rest with the principal, with whom the College instructor shall cooperate fully. Instructors teaching dual enrollment classes will be evaluated by the appropriate chair/director that will use the same criteria used for non-dual enrollment College instructors.
23. **Administrative Responsibility for Activities in Secondary Public School Facilities.** The CHS administrative responsibility for activities occurring in the various public school facilities rests with the principal or principal's designee, who will arrange for appropriate classroom space and make every effort to assure that the scheduled courses are able to function as mutually agreed upon between the College and the high school without interruption by high school activities.
24. **Student Attendance.** The attendance of Collegiate High School students in the dual enrollment classes will be closely monitored and reported, as required, to the District by CHS staff and administration. 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. The student's high school will enforce its own attendance policies.
25. **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 Collegiate High School office 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 Collegiate High School form which is available in the CHS office.- Withdrawal from a dual enrollment class is posted on a student's transcript and may have an impact on future status in colleges or universities. Dual enrollment students are not permitted to register or withdraw online unless mutually agreed upon by the Collegiate High School and the College.
26. **College Responsibilities for Transmitting Grades to the Collegiate High School .** 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. The College will provide the CHS Principal a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this Agreement. 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.
27. **Costs Incurred by Each Party.** The parties will bear costs as described below:
- a. The College will invoice the Collegiate High School \$850 per credit hour when a College instructor teaches a dual enrollment class at a high school. All dual enrollment class instructors, including those teaching classes meeting in the high schools, are employees of the College and are paid by the College unless the dual enrollment class is taught as part of the teacher's regular high school teaching obligations or alternate arrangements are mutually agreed upon by the Collegiate High School and the College.
28. **Instructional Materials.** In accordance with the Florida law current at the time of this Agreement regarding instructional materials, the Collegiate High School will provide instructional materials to each dual enrollment student and pay the College's designated bookstore, Barnes and Noble College, upon receipt of an invoice specifying the materials each student received. Textbooks and other non-consumable instructional supplies issued to students are CHS's property and the student's responsibility. At the end of the semester, students shall return all issued books and supplies to CHS. The Collegiate High School may reclaim the issued material at any time by written request. Outdated and damaged textbooks will be returned to CHS. Students who do not return books and materials will not be issued books for the next semester until those materials are returned or pay the replacement cost
29. **FTE Funding.** State revenue appropriated to the District and the College is in accordance with the applicable provisions of Florida law and is not altered by this Agreement.
30. **Student Transportation.** Students enrolling at Collegiate High School are eligible for bus transportation or may provide their own transportation. Student parking is designated with white lines.
31. **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 CHS locations will be coordinated by the Collegiate High School.

32. **Statutory Compliance.** Each party shall comply with all applicable federal and state laws, codes, rules, and regulations in performing its duties, responsibilities, and obligations under this Agreement. If any conflict exists between the provisions of this Agreement and applicable law, the provisions of the law shall prevail. Nothing in this Agreement shall be construed as consent by either the Collegiate High School or the College to be sued by third parties in any matter arising out of or related to this or any other agreement.

APPENDIX A

DUAL ENROLLMENT COURSES, EQUIVALENT HIGH SCHOOL CREDITS AND HIGH SCHOOL SUBJECT AREA

- All courses listed on the “Florida Department of Education Dual Enrollment Course List” (state list) and that are offered by the College shall be included in the dual enrollment program defined in this Agreement.
- 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.
- High school credits awarded for successful completion of dual enrollment courses shall conform to the state list.
- Dual enrollment courses shall be applicable to high school subject area requirements according to the state list.
- Dual enrollment credits shall be weighted by the high schools in the same manner as advanced placement courses when grade point averages are calculated. An alternative grade calculation or weighting system that discriminates against dual enrollment courses shall not be used.

APPENDIX B

PLAN FOR DUAL ENROLLMENT STUDENT ACADEMIC ADVISING

Dually enrolled students will have the same access to advising and program planning tools and resources that traditional College students have. Academic advising for students participating in the dual enrollment program shall consist of the following components:

1. At or near the start of the student's first term of enrollment, they should contact a College advisor for an in-person advising session.
2. As part of the advising session, each student will receive a College catalog. The following topics will be covered.
 - a. College program options/planning and selecting a college major;
 - b. College Course-Level Expectations, including, but not limited to:
 - i. Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on his/her College transcript;
 - ii. All grades, including "W" for withdrawal, become a part of the student's permanent College transcript and may affect subsequent postsecondary admissions;
 - iii. 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; and
 - iv. The selection of courses to meet degree requirements, including approved program common prerequisite courses, to minimize student and state costs for excess hours.
3. Students will be provided access to a qualified College advisor (dual enrollment coordinator, academic advisor, center director, counselor, etc.) on an appointment basis throughout the year.
4. The College will work with the individual high schools to offer on-site planning and sessions conducted jointly by the College and the high school staff.
5. The College will provide workshops for CHS staff on various advising and advising-related topics on an as-needed basis.