

# ADMISSIONS



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## General Information

In general, Northwest Florida State College is an open-door institution. However, depending on the student's program of study, certain admission criteria must be met. In most cases a student must be able to provide documentation that he/she is no longer enrolled in a K-12 system and is at least 16 years old.

Applicants for courses or programs offered by the College may obtain appropriate admission forms from any College location, area high schools, on the College website [www.nwfstatecollege.edu](http://www.nwfstatecollege.edu) or by applying via an electronic admission form at [www.facts.org](http://www.facts.org). Each applicant will be notified of acceptance or non-acceptance for admissions.

### Steps in Applying for Admission to the College:

(Several programs at the College have supplementary admission requirements - see Programs with Additional or Other Admission Requirements for more information.)

1. Complete an Application for Admission and Residency form.
2. Request official transcripts, as applicable, which could include the following: high school transcript, GED diploma, Home Educated Affidavit, official college and/or university transcripts from all institutions attended, and official score reports from CLEP, DANTES, AP, or IB.
3. Either submit placement test scores (ACT, SAT, FCPT) or take the Florida College Placement Test (FCPT) at NWF State College.

(NOTE: Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English, or mathematics courses are NOT required to take the placement test.)

4. Complete an Orientation/Advising Session and meet with an Advisor, Counselor or Faculty Advisor.
5. Register for classes.

### Readmission

Any student who has previously attended Northwest Florida State College or Okaloosa-Walton College, and who has not been in attendance within one (1) year must submit a Readmission form, to the Office of Enrollment Services to update personal data, verify educational goals and residency, and to receive a registration appointment. If the student attended another institution in the interim period, an official transcript must be submitted from that college or university. The student will complete requirements for graduation under the catalog in effect at the time of re-entry.

### Transfer Students

A student who has attended any college or university prior to enrolling at NWF State College is considered a transfer student. Such a student must request that an official transcript(s) of all previous college work be sent directly to the Office of Enrollment Services. All forms and supporting documents must be submitted in sufficient time to permit processing and notification of admission status prior to registration. In unusual cases where this is not feasible, applicants may be conditionally enrolled as provided below. (This does not apply to Dual Enrollment/Early College, international student applicants, or any program with special admission criteria.)

### Conditional Admissions

An applicant who has completed admission forms, yet has not attended an Orientation/Advising Session nor has been fully accepted for admissions due to a delay in the receipt of official transcripts may be permitted to attend in a "Conditional Admission" Status for one (1) term to allow for these requirements to be met. During this time, any course credit "earned" will not be released until all outstanding requirements have been met and the applicant is fully admitted to the

college. Neither official transcripts nor financial aid will be released for any courses in which the applicant is enrolled. Conditions attached to any enrollment must be satisfied before the end of the term in order for the conditional enrollee to become fully admitted to the college. Should data received cause the applicant to be inadmissible, actions taken will be based on that data and not the student's performance while on conditional enrollment.

One of the opportunities available to high school seniors about to graduate is Conditional Enrollment at the College for the Summer Term. Under this specialized enrollment, graduating seniors may enroll at their own expense in courses at the college during May of the year they are to graduate. Dual Enrollment/Early College, Federal Financial Aid and most scholarship opportunities are not available under Conditional Enrollment status.

### Provisional Admission

An applicant may be granted provisional admission status based on the published admission guidelines of that program. Provisional admission status is program-specific and does not guarantee that the student will meet provisional admission requirements in any other program(s). Students who have been provisionally admitted will only be granted one (1) term of enrollment (unless otherwise stipulated) and will not be allowed to continue in the program until they have achieved the stipulations of their admissions.

***Any applicant may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate standards provided in the Statement of Student Rights and Responsibilities (see page 27). Falsification or failure to furnish correct information on admissions papers will subject applicants to denial of admission or immediate dismissal.***

## • **General Information** (continued)

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### **Entry-level Testing:**

First-Time-In-College (FTIC) students seeking admission to the Associate of Arts degree, the Associate of Science degree and/or the Associate of Applied Science programs are required to participate in the placement testing program prior to registering for their first term. No student will be permitted to enroll in any college credit English, humanities, mathematics, or Gordon Rule social science course - or any course having an English, mathematics or reading prerequisite - without meeting the state of Florida mandated minimum scores on the placement test. Northwest Florida State College administers the Florida College Placement Test (FCPT) as the primary placement test.

Students who have completed the Scholastic Assessment Test (SAT), the American College Testing (ACT), or other approved placement tests within the past two years of the date of admission may request that these scores be accepted as a substitute for the FCPT if these scores meet the established cut-off scores specified by state rules. Students whose ACT or SAT scores do not meet established cut-off scores must retest on the FCPT. Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English, or mathematics courses are NOT required to take the placement test.

## • **Associate of Arts, Associate of Science and Associate of Applied Science Degree Programs**

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An applicant for admission to the Associate of Arts, Associate of Science or Associate of Applied Science Degree Programs must be a high school graduate and may be admitted with one of the following:

### **A. High School Diploma**

Florida high school graduates must have earned a standard high school diploma or the CPT eligible Certificate (which must be designated on the student's transcript). Non-Florida high school graduates must have earned a high school diploma. An official high school transcript with high school graduation date is required.

### **B. State Equivalency Diploma (GED)**

Students who have received the General Education Diploma are

entitled to admission to all degree programs. An official transcript of the GED results or a copy of the diploma is required for admission.

### **C. Home Educated Students**

Home-Educated students must complete an Affidavit for Home-Educated Students form verifying high school graduation. These forms may be obtained from the Office of Enrollment Services. Applicants who have earned the Florida Certificate of Completion or the Florida Special Diploma should contact the Office of Enrollment Services to discuss alternative admissions options.

## • **Certificate and Applied Technology Diploma Programs**

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An applicant for admission to Applied Technology Diploma (ATD) or college credit or career and technical or vocational credit certificate programs may be admitted without the standard high school diploma or GED high school equivalency diploma provided the program to which the student is applying does not require the high school diploma or equivalent. High school transcripts or GED diploma and, if a transfer student, a copy of transcripts from all previously attended postsecondary institutions must be provided.

## • **Baccalaureate Degree Programs**

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Northwest Florida State College is approved by the State of Florida Board of Education and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer a Bachelor of Applied Science degree in Project Management, a Bachelor of Science degree in Nursing, a Bachelor of Science degree in Elementary Education and a Bachelor of Science degree in Middle Grades Math and Science Education. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Northwest Florida State College.

As part of the newly formed State College System in Florida, bachelor's programs at Northwest Florida State College will expand in the future.

### **Bachelor of Applied Science in Project Management**

The Bachelor of Applied Science degree program in Project Management is designed to provide a career ladder for those who have already completed an associate

degree and who wish to continue their education at the bachelor's level.

An applicant for admission to the Bachelor of Applied Science (BAS) in Project Management degree program may be admitted with the following:

- Completion of NWF State College admission and residency materials and the BAS Supplemental Application.
- Completion of an Associate of Science (A.S.) or an Associate of Applied Science (A.A.S.) degree (with a minimum of 60 semester hours) in a professional/technical field. A.A. degree students may be asked to complete additional credits in a professional area (e.g., accounting, computer science, general business, etc.) in lieu of the additional general education required of the A.S./A.A.S. student.
- Completion of a minimum of 15 credit hours of transferable general education credit hours.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualify for a waiver (see page 77 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of Florida CLAST requirements. If, at the time of admission, the student has not completed CLAST requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at the College, or enrollment in future credits may be restricted.

### **Bachelor of Science in Nursing**

At catalog press time this program is pending final approval and is subject to change. Students should check with the Nursing Department or check the college website for current information.

Program admission requirements parallel the State of Florida A.S. to B.S. Articulation Agreement. Availability of clinical placement opportunities may limit enrollment in the program. An applicant for admission to the Bachelor of Science in Nursing (BSN) degree program must be an RN Associate Degree holder and may be admitted with the following:

- Completion of an associate degree nursing program or nursing diploma prior to enrollment.

## • **Baccalaureate Degree Programs: Nursing (continued)**

- Documentation of current Florida RN Licensure. Recent graduates of associate degree nursing programs or Registered Nurses who have recently moved to Florida and have not yet obtained a Florida RN License may apply and may be accepted on a provisional basis. Provisional status may be removed once the student obtains a current Florida RN License.
- Completion of all admission forms by the established deadline.
- Submission of all official transcripts by the established deadline.
- Documentation of a grade point average (GPA) of 2.75 or higher in all college credit coursework and a grade of “C” or higher in all Florida Common Course Prerequisites applicable to the RN to BSN degree program. Depending on program capacity, students with less than a 2.75 GPA may be admitted on a provisional basis. However, in all cases, the student must have earned a “C” or higher in all common course prerequisites. Provisional status may be removed if the student earns a GPA of 3.0 or higher for his/her first eight upper division nursing credits at the College. Ideally, prerequisite and general education courses should be completed prior to enrolling in upper division nursing courses; however, all prerequisite and general education courses must be completed by the beginning of the senior year.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualify for a waiver (see page 85 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of Florida CLAST requirements. If, at the time of admission, the student has not completed CLAST requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at Northwest Florida State College, or enrollment in future credits may be restricted.

Additional pre-enrollment conditions, which include proof of immunizations, CPR verification, drug screen, and background check, must be satisfied prior to registration.

### **Bachelor of Science in Elementary Education and a Bachelor of Science in Middle Grades Math and Science Education**

The Bachelor of Science in Education degrees are designed to provide a career ladder for those who have already completed an Associate of Arts (A.A.) degree or have 60 hours of acceptable lower division coursework and who wish to continue their education at the bachelor’s level.

An applicant for admission to the Bachelor of Science in Education degree program may be admitted with the following:

- Completion of NWF State College’s admission and residency materials and the Supplemental Application.
- Completion of an Associate in Arts (A.A.) degree from a regionally accredited college or university, or at least 60 semester hours of postsecondary education from a regionally accredited college or university.
- Completion of all General Education Requirements and lower-division state-mandated common prerequisites with a minimum grade of “C” in each of the prerequisite courses.
- A minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale for the general education component of the undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum cumulative grade point average of 2.5 on a 4.0 scale from any approved college or university.
- Passing scores on the General Knowledge Test of the Florida Teacher Certification Examination (FTCE) or passing scores on the College Level Academic Skills Test (CLAST). If at the time of admission the student has not met either of these criteria, he/she may be provisionally admitted to the program for one semester if he/she has met CLAST exemptions in all areas.

- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualified for a waiver (see page 77 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of Florida CLAST requirements. If, at the time of admission, the student has not completed CLAST requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at NWFSC, or enrollment in future credits may be restricted.
- Applicants must agree to submit to background checks by both the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

## • **Programs with Additional or Other Admission Requirements**

In order to meet selected programmatic certification and professional accreditation standards, certain programs carry additional admissions requirements. Students should contact the appropriate department or division office for details.

### **Criminal Justice Training Programs**

The Law Enforcement Basic and Corrections Basic Career and Technical or Vocational Certificate Programs are sanctioned through the Florida Department of Law Enforcement (FDLE). The College is designated as Florida Criminal Justice Training Center Number 21 and students enrolling in these two certificate programs must meet FDLE requirements (including fingerprinting and background check), possess a high school diploma or its equivalent, successfully complete the Florida Basic Abilities Test (FBAT), as well as satisfy all other College admission standards. Students who have completed a Correctional Basic Recruit Training Program and are certified as a Correctional Officer in the State of Florida may qualify for admission to the Cross-Over Corrections to Law Enforcement Basic Certificate Program. Students should contact the Division of Public Safety for additional information at (850) 729-5378.

• **Programs with Additional or Other Admission Requirements (continued)**

**Dental Assisting Program**

The Dental Assisting program is accredited by the Commission on Dental Accreditation. The Commission on Dental Accreditation is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or 211 East Chicago Avenue, Chicago, IL 60611. The program is a three semester limited admission career and technical or vocational credit program. Applicants must possess a high school diploma or its equivalent, as well as satisfy other admission criteria. The students with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, a random lottery among the tied students will determine who is admitted. Students should contact the Dental Assisting Coordinator or the Health Technology Division for more information at (850) 729-6444.

**Educator Preparation Institute (EPI)**

The Educator Preparation Institute (EPI) is an alternative fast-track route to Florida teacher certification. The program is designed for students who have at least a bachelor's degree from a regionally accredited college or university, but who may lack the education courses necessary to become teachers in Florida. Students must complete a level 2 background screening which includes fingerprints sent to the Florida Division of Law Enforcement and the Federal Bureau of Investigation before beginning field experience. Other program requirements are obtaining an Official Statement of Status of Eligibility from the Florida Department of Education Bureau of Educator Certification and completion of the Florida Teacher Certification Exams. Students should contact the Coordinator of Educational Services at (850) 729-5322 for more information.

**Emergency Medical Technician (EMT)**

Emergency Medical Technicians are part of the Emergency Medical Services team. EMT's are trained to provide basic life support and transportation of the sick and injured. The EMT program prepares students to apply for the examination to become a Florida licensed and National Registry

Emergency Medical Technician Basic. The program offers students the opportunity to enter the exciting world of Emergency Services through education in the college's state-of-the-art health program facilities. The program blends classroom instruction with hands-on skills training and real world clinical education to prepare students as entry level Emergency Medical Technicians.

The Emergency Medical Technician program is a limited admission program that is 11 credit hours and is conducted over one (1) semester. Applicants to this program must have a high school diploma or GED and meet other applicable admission criteria. All eligible applicants will be accepted unless the number exceeds the space available, in which case a random lottery will be used to determine admission. Contact (850) 729-4924 for more information.

**Emergency Medical Services**

The Associate of Science in Emergency Medical Services (EMS) is limited to students who are licensed EMT/ Paramedics. For additional information on this program contact the EMS office at (850) 729-4924.

**Fine and Performing Arts**

Some Fine and Performing Arts classes are open only by audition. Students should contact the Humanities, Fine and Performing Arts Division for additional information at (850) 729-5382.

**Medical Coder Applied Technology Diploma (ATD) Program**

Medical coder specialists are technicians who assign a code to each diagnosis and procedure documented in a patient's medical record. The need for competent medical coders is increasing with the growth of health care in the United States. According to the U.S. Department of Labor, the program prepares students for employment in hospitals, medical offices, home health care agencies, and medical services. Applicants for employment in this field must be high school graduates; therefore, students enrolling in this program must possess a high school diploma or its equivalent, as well as satisfy all other College admission standards. Students should contact the Division of Business and Computer Technology for additional information at (850) 729-5369.

**Nursing Program**

The Nursing (RN) program is fully approved by the Florida Board of Nursing. Applicants to the nursing program will be provided with requirements for RN licensure as published by the Florida Board of Nursing and with program standards.

The Associate of Science Degree in Nursing is a limited admission program. Students enrolling in this program must meet matriculation criteria (including a criminal background check, drug screen, and CPR). A certain number of slots are reserved for beginning students and a certain number of slots are reserved for licensed practical nurses (LPN's). Beginning students (including LPN's) will apply for admission to the program in the Spring term and are admitted for enrollment in the Fall term.

Graduates of the program receive an Associate of Science in Nursing Degree and may become eligible to apply to write the licensing examination to become a Registered Nurse (RN). Students should contact the Health Technology Division for additional information at (850) 729-6400.

**Paramedic**

Paramedics are the highest trained and educated pre-hospital provider of emergency medicine. In the Paramedic program, students are provided the highest quality education to prepare to become competent leaders in the high pace work of Emergency Medical Services. The Paramedic program is three full semesters beyond the Emergency Medical Technician Basic level and prepares students to apply for the Florida or National Registry Paramedic board examination. The Paramedic Certificate program is a limited admission College Credit Certificate. Students admitted to this program must have a high school diploma or GED and meet other applicable admission criteria (including documentation of current Florida Emergency Medical Technician (EMT) Certification, fingerprinting, a background check and a drug screen). If the number of qualified applicants to the program exceeds the number of openings, students will be accepted using a combination of application points and a random selection process. The curriculum for this program forms the core of the Emergency Medical Services Associate of Science degree program. Students should contact the EMS office for more information at (850) 729-4924.

## • Programs with Additional or Other Admission Requirements (continued)

### **Radiography**

The Radiography Program is a limited access, two-year Associate of Science degree program. New students are accepted annually for enrollment in the Fall term. Students admitted to this program must meet specific admission criteria (including a background check and drug screen). The students with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, a random lottery among the tied students will determine who is admitted. Graduates of the program will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification exam. Students should contact the Health Technology Division for more information at (850) 729-6400.

### **Reserve Officer Training Corps (ROTC)**

The U.S. Army Reserve Officers' Training Corps (ROTC) program provides an outstanding opportunity for military leadership training. Students may also begin leadership training at the college level. Participation in the program does not require a commitment to enter the U.S. Army for non-scholarship students. Additionally, the four courses in the program are transferable to any ROTC program in different branches of the military, and participants in the program are able to transfer seamlessly for upper division studies.

To enroll, a student must be physically and morally qualified, a full-time degree-seeking student and a U.S. citizen. Students should contact the ROTC Office for additional information at (850) 729-6022.

### **Surgical Technology**

The Surgical Technology Program is a limited access, 12 month, career and technical or vocational program leading to a Certificate in Surgical Technology that is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Commission can be contacted at (312) 553-9355 or 35 East Wacker Drive, Suite 1970, Chicago, IL 60601. Applicants must possess a high school diploma or its equivalent, as well as satisfy other admission criteria.

*This program will not be offered during 2008-09. Although the college has no immediate plans to close the program,*

*there will be a hiatus in the admission process. In the meantime, students are encouraged to consider one of the other health-related programs offered by the college, including a new A.A.S. Degree in Health Services Management. This two-year degree will offer current and future Surgical Technologists, as well as other students, a career ladder which adds communication, general health-care related knowledge and supervisory skills to the technical competencies of the certificate. Students should contact the Surgical Technology Program or the Health Technology Division for more information at (850) 729-6444.*

## • Transient Students

Currently enrolled degree-seeking students who have met the minimum residency requirement for their program through enrollment in coursework at Northwest Florida State College may request approval from the Senior Vice President to concurrently enroll at another college or university under limited extenuating circumstances. Students should complete an Application for Transient Study form prior to enrolling at the other institution. These forms can be obtained from any College Center/Campus or from the Office of Enrollment Services at the Niceville Campus. An electronic version of the form is available for students attending a Florida public institution at [www.FACTS.org](http://www.FACTS.org). Approval of transient study requests is determined by the Associate Dean, Student Services/Registrar and the Senior Vice President according to established guidelines. Guidelines are available from the Office of Instructional Services or Enrollment Services.

## • Non-Degree Students

Applicants who do not wish to earn a degree or certificate from Northwest Florida State College and wish to take college or career and technical or vocational credit courses may not need to provide evidence of prior educational coursework. However, students seeking enrollment in courses with prerequisites or other admissions requirements, or students seeking financial assistance may be required to provide evidence of all prior educational course work. Many students attend college to upgrade employment skills, for transfer credit, or for personal interest and enjoyment. Non-degree applicants only need to provide a completed

Application for Admission and a Florida Residency form. Students will not be permitted to enroll in any college credit English, humanities, mathematics, or Gordon Rule social science course - or any course having an English, mathematics or reading prerequisite - without meeting the state of Florida mandated minimum scores on an approved placement test or by producing evidence that they have met the prerequisite. Upon changing to degree-seeking status at NWF State College, high school/ college transcripts, as appropriate, will be required.

Interim-study students (i.e. transient students who normally seek enrollment only for one term and whose enrollment is to be only as part of their pursuit of a degree at another institution) are advised to obtain, preferably in writing, their parent institution's authorization of course selection.

## • Adult General Education

This program leads to the completion of elementary and secondary studies, including basic reading, writing and mathematics. Adult General Education classes are designed for adults who need to develop skills in reading, writing and arithmetic. It includes other subjects related to gainful employment, such as obtaining the Florida high school diploma (through the GED test), or learning to speak English. Eligibility requirements are as follows:

- Applicants must be 16 years old.
- Applicants normally must NOT have received a standard high school diploma or passed the General Education Development Test (GED). (Applicants who have a high school diploma or have passed the GED, yet cannot pass a state approved test at the 9th grade level, may enroll in the ABE program; other applicants may enroll on a fee-paying basis.)

## • International Students

Northwest Florida State College welcomes international students. However, the international student should begin the admissions process at least four months prior to the beginning of any college term. International mail delays, transcript verifications, international monetary transfers, consular appointments, travel, housing and advisement/testing requirements must be anticipated many months in advance of enrollment. International students

## ● International Students (continued)

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seeking college credit on the F-1 or M-1 visa must satisfy all requirements for admission as a regular student and meet the following requirements:

1. Application for Admission and Residency form.
2. Transcripts: Official copies of all secondary school records in the original language and, when applicable, accompanied by a certified translation in the English language. Requests for the acceptance of college/vocational level transfer work will be referred to a college approved outside evaluation service at the student's expense. Recommendations from the evaluation service will be considered in determining what courses may transfer.
3. Financial Support: An official statement from the applicant's (or sponsor's) bank or other financial institution or government agency verifying the availability of sufficient funds for tuition, matriculation, books, living expenses, etc., must be submitted. (Approximately: \$16,500 for the academic year.)
4. Language Proficiency: Test of English as a Foreign Language (TOEFL) results are required of applicants for whom English is not the primary language. The minimum required score is 400 for the paper-based TOEFL, 97 for the computer-based TOEFL and 32 on the internet-based TOEFL. Students, who have evidence of English proficiency in lieu of a passing TOEFL score, may petition the Admissions Committee for consideration. NOTE: NWFSC does NOT give the TOEFL test.
5. Health Information: Health insurance with hospitalization coverage and a repatriation clause is required. This insurance should be obtained prior to the international student's first registration.

When all admissions documents, academic credentials, and test results are on file and meet minimum standards for the college, an acceptance letter will be sent along with the U.S. Immigration Form I-20. The Form I-20 is the document required to obtain the Student (F-1 or M-1) Visa. Final approval for Visa is determined by the American Embassy or consulate representative.

Northwest Florida State College does NOT provide on campus housing;

therefore, international students must arrange housing accommodations in the community. The United States Citizenship and Immigration Service (USCIS) regulations require that foreign students enroll in a full-time course of study during two of the yearly terms. USCIS regulations also restrict work opportunities for such students. International students should consult with the International Student Advisor and present his/her student visa and evidence of health insurance before registration.

## ● Collegiate High School

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The College operates an innovative charter high school on the Niceville Campus. This public school is part of the Okaloosa County School District. Through this unique high school/college program, students may earn both a high school diploma and a two-year college degree at the same time through full-time study at NWF State College. The Collegiate High School is free of charge and operates under guidelines established by Florida statute.

Admission is open to any public, private or home school student in Okaloosa County who is of high school age for grades 10, 11, or 12.

Collegiate school students enroll in regular college courses and earn both high school and college credit for these classes. Students follow an approved program of study designed by the student, his/her parents, and an educational advisor. The program of study meets the Florida statutory requirements for both a high school diploma and an associate degree. A pre-collegiate track assists students who are not completely prepared to directly enter a full program of college-level classes. For more information, call the Collegiate School office at (850) 729-4949 or visit [www.owcollegiatehigh.org](http://www.owcollegiatehigh.org).

## ● Simultaneous Enrollment for High School Students

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Simultaneous enrollment programs to provide a means for educational acceleration for academically superior high school students. These include the following admission categories:

**Dual Enrollment/Early College** provides the opportunity for qualified high school students from Okaloosa and Walton counties to enroll in Northwest Florida State College courses while simultaneously enrolled

in high school. Students receive both high school and college credit for these courses. Dual Enrollment/Early College students are exempt from tuition, matriculation, and laboratory fees. Public school students have books provided by the student's high school. Private and home school students must purchase their own college textbooks. Eligibility criteria and enrollment procedures comply with Florida law and regulations, and are defined in the appropriate District Articulation Agreement. Prospective students and their parents should consult the Dual Enrollment/Early College Office at (850) 729-5205 or visit [www.nwfstatecollege.edu/dual](http://www.nwfstatecollege.edu/dual) for the most current admission information and procedures, and a list of approved college courses.

**Early Admission**, a form of Dual Enrollment/Early College, provides the opportunity for qualified high school students from Okaloosa and Walton counties, who are not currently taking classes in high school, to enroll in Northwest Florida State College courses on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree. Early Admission courses are taught on the college campus and students must meet special admission criteria.

**Concurrent Enrollment** provides the opportunity for qualified high school students from Okaloosa and Walton counties to enroll in Northwest Florida State College courses while simultaneously enrolled in high school. Unlike Dual Enrollment/Early College, college credits earned through concurrent enrollment do not apply to the student's high school diploma. Credits earned under this enrollment category count only for college degree credit purposes and do not carry simultaneous high school unit credits. Students concurrently enrolled pay standard college tuition, matriculation, laboratory and textbook fees.

Please note the terms and eligibility criteria of these high school enrollment programs are defined by state regulation, college policies and procedures and current articulation agreements, and may vary between Okaloosa and Walton counties, private and home schooled students. As such, they are subject to change.

Students must meet the admission requirements in order to enroll in either the Dual, Early Admission or Concurrent Enrollment programs. Student success in these programs

## • **Simultaneous Enrollment for High School Students (continued)**

is dependent upon both academic readiness and social maturity. Prospective students should consult the Dual Enrollment/Early College Office at (850) 729-5205 for the most current admission information and procedures or visit [www.nwfstatecollege.edu/dual](http://www.nwfstatecollege.edu/dual).

## • **High School Career Academies/Tech Prep**

For students who meet certain requirements, the College may award credit for certain types of non-traditional study such as Tech Prep or High School Career Academy Courses and Certifications. Credit is awarded based upon the nature of the training, current skill levels, and relationship to College program standards. The amount of credit awarded will depend upon established articulation agreements, skill assessment and departmental recommendations. Students receiving credit under this option must complete credits in residence at the College, per established agreements, before the credits will appear on the student's permanent record (transcript).

Additional minimum grade or course requirements, as well as demonstration of competencies may also be required. Credits received through these methods may not be transferable or applicable to the A.A. degree. Final decisions regarding the award of credits and the recording of credits on the student's transcript rest with the Associate Dean, Student Services/College Registrar.

## • **Florida Residency Classification**

Students are classified as Florida residents, Border State residents or as non-Florida residents for the purpose of fee assessment at the time of initial registration. Criteria for determining residency status are detailed in the Florida Statutes and the administrative rules of the State Board of Education. A Florida resident for tuition purposes is a person who has (or a dependent person whose parent or legal guardian has) established and maintained legal residence in Florida for the 12 months immediately preceding the first day of classes of the term for which enrollment is requested. Residence in Florida must be for the purpose of establishing a permanent home and

not merely incident to enrollment at an institution of higher education.

To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, lawful permanent resident, or certain individuals granted indefinite stay by the U.S. Citizenship and Immigration Service. Living in or attending school in Florida does NOT establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which FL residency is sought. Students cannot hold out-of-state driver's licenses, vehicle registrations, etc. and be eligible for Florida residency.

Information on residency is available at the Registrar/Admissions Office, Building C-1, Niceville campus and at all other NWF State College campus locations. Students may also review the residency guidelines at [www.nwfstatecollege.edu](http://www.nwfstatecollege.edu) or at [www.facts.org](http://www.facts.org).

Providing false residency information is a violation of Florida State law and could result in disciplinary action being initiated. The college will correct the fees assessed those students who misrepresent their place of legal residence. An invoice will be issued for the increase in tuition.

### **Dependent/Independent**

A dependent student is any person, under 24 years of age, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code and who receives at least 51 percent of their cost-of-living expenses from his or her parent. Students classified as dependent must have a parent or legal guardian complete the Residency Classification form. A copy of the student's or parent's most recent tax return or other documentation may be required to establish dependent/independent status. Some students under the age of 24 may be classified as "independent" if they meet certain criteria listed below. Documentation for exceptions must be attached to the Residency Classification form.

- The student is married
- The student has children who receive more than half of their support from the student

- The student has other dependents that live with and receive more than half of their support from the student
- The student is a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces for purposes other than training
- Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court
- The student is classified as an independent student by the Financial Aid Office

### **Exceptions/Qualifications**

Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statute S.1009.21(11)]. These exceptions are listed below.

**Note:** Documentation in support of these exceptions is required.

1. A student who intends to make Florida his/her permanent home and is married to someone who meets the requirements for classification as a resident for tuition purposes.
2. Active duty service members of the U.S. stationed in Florida (spouse and dependent children included).
3. Active duty service members of the U.S. not stationed in Florida but whose legal state of residence certificate (DD2058) is Florida (spouse and dependent children included).
4. Full-time instructional and administrative personnel employed by the State public schools system, community college system, or university system (spouse and dependent children included).
5. A dependent child who has lived with an adult relative (who is not a parent or legal guardian) for at least five years.
6. Persons who were enrolled as Florida residents at a state institution of higher learning but who abandon Florida residency for less than one year.
7. Latin American/Caribbean Scholars.

## • Florida Residency Classification (continued)

- U. S. citizens living on the Isthmus of Panama who have completed 12 consecutive months of college-level coursework at the FSU Panama Canal Branch (spouse and dependent children included).
- Full-time employees of state-agencies or political subdivisions of the State when the student fees are paid by the agency or subdivision for the purpose of job-related law enforcement or corrections training.
- Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida statute.
- A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes.
- Full-time instructional or administrative employees of a Florida public school, community college or institution of higher education (spouse and dependent children included).

The law allows non-U.S. citizens such as lawful permanent residents, temporary permanent residents, asylees, parolees, and refugees who have applied for and been approved for such status and who otherwise meet the 12 month legal residence requirements, to be eligible to establish Florida residency for tuition purposes. For a list of non immigrant categories (visa categories and INS classifications) eligible to establish Florida residency for tuition purposes contact the Registrar/Admissions Office or consult the Residency Guidelines under Admissions on [www.facts.org](http://www.facts.org).

## • Reclassification

Students determined to be classified as out-of-state residents for tuition purposes, may re-apply for in-state residency at such time as they have completed the requirements for establishing legal Florida residency by submitting an updated Residency Classification form and supporting documentation to the Registrar/Admissions Office at the Niceville campus.

Students who become eligible for in-state tuition in the middle of a term

shall have their record adjusted to reflect the in-state tuition rate effective with the next term of enrollment.

## • Alabama Border State Fee

The Florida legislature allows the option of providing Alabama residents a different tuition assessment for postsecondary classes. At Northwest Florida State College the Alabama Border State Fee, at a rate of an additional \$1.00 per credit hour to the current in-state tuition rate, will be assessed for all eligible Alabama residents.

To be eligible for the Alabama Border State Fee the student must complete the Alabama Residency Form and provide verification of an Alabama driver's license, Alabama vehicle registration, or Alabama voter's registration card.

## • Servicemembers Opportunity College (SOC)

Northwest Florida State College, through the Servicemembers Opportunity College (SOC), extends to United States service members (and their dependents) stationed throughout the world an opportunity to contract with the College to earn degrees. Students are allowed ten years to complete program requirements. The remaining credits can be earned through successful completion of regular college courses at regionally accredited institutions. Interested personnel should consult with the College's educational advisors at Eglin Air Force Base and Hurlburt Field for complete details regarding SOC.

## • Effective Catalog Policy

Students who maintain continuous enrollment by completing at least one college preparatory, college credit or vocational credit course each academic year beginning with the student's first term of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed, provided no more than five academic years have elapsed since the student's first term of enrollment in the program. If the continuous enrollment requirement is not met, or if the time period exceeds five academic years, the student must comply with the catalog in effect at the time of re-admittance or the catalog in effect at the time of graduation. Requests for exception to this policy

may be submitted in writing through the Associate Dean, Student Services/Registrar to the Senior Vice President.

## • Evaluation of Transfer Credit

All credits at other colleges or universities accredited by one of the six regional accrediting bodies will be recorded as transfer credit and placed on the student's permanent record (transcript) as follows:

- For students pursuing an associate degree or college certificate, all attempted credits at the freshman and sophomore level, and
- For students pursuing a baccalaureate degree, all attempted credits at the freshman, sophomore, junior and senior level.

Credits awarded at institutions not regionally accredited may be accepted by Northwest Florida State College and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study, with course credit and level of instruction resulting in student competencies at least equivalent to those of students enrolled in comparable instruction at the College.

The acceptability of college courses for transfer credit at Northwest Florida State College shall be at the discretion of the Associate Dean, Student Services/Registrar, in consultation with the instructional personnel as appropriate.

Credits recorded as transfer credit on the student's permanent record (transcript) do not guarantee that these will meet specific degree requirements for the student's program. The college may limit the number of transfer credits applicable towards the student's degree.

The following factors will be considered in the evaluation of credits for transfer. The factors will be used in determining whether the course is transferable at all and in determining whether course is recorded as a specific or unclassified course.

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of Credits

## • Evaluation of Transfer Credit (continued)

- Recommendations through other established credit assessment bodies (e.g. ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g. AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)

### Recording Transfer Credits on the Student's Permanent Record (Transcript)

When evaluating credits, NWF State College reserves the right to delay recording the transfer credits on the student's permanent record until the student has successfully completed college-level coursework at Northwest Florida State College, satisfied residency requirements and/or provided documentation or verification of student competencies. Final award or posting of credits to the student's permanent record may be contingent upon successful completion of one or more of the following requirements:

- a) Northwest Florida State College residency requirement;
- b) Higher-level courses in the same or a related subject area;
- c) Subsequent courses in the subject/course sequence;
- d) Demonstration of specific lab/clinical skills or other applied competencies;
- e) Additional independent/directed study in the subject area.

Once accepted, transfer credits will be recorded on the student's permanent record as externally awarded and will indicate the original institution awarding the credit. Where appropriate, an equivalent Northwest Florida State College course number may also be indicated. When the College does not offer an equivalent course or if the course differs substantively from the suggested Northwest Florida State College course, the transfer credits may be listed on the transcript as an "unclassified" course. The unclassified credits will be further described as an open elective, a subject area elective, a general education elective or a general education subject area course, as appropriate.

### Acceptance of Transfer Credits from Non-Regionally Accredited Institutions

Acceptance of credits from non-regionally accredited institutions of higher education will be based upon recommendation from NWF State College instructional department responsible for the course subject area(s). The recommendation will be submitted to the Associate Dean, Student Services/ Registrar for final review and recommendation.

### Application of Transfer Credits to the Bachelor of Applied Science (BAS) Degree Program

Lower division college credits in technical areas not generally applicable at the baccalaureate degree level will be reviewed according to the following factors prior to their acceptance as satisfying BAS requirements.

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of credits
- Recommendations through other established credit assessment bodies (e.g. ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g. AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)

Where questions of applicability remain following such review, the credits may still be used to meet lower division BAS requirements subject to one or more of the following conditions:

- a) Successful completion of related higher-level courses in the student's program of study;
- b) Successful completion of subsequent courses in the subject/course sequence;
- c) Successful completion of complementary lower division coursework in the subject or related area;

- d) Demonstration of specific lab/clinical skills or other applied competencies;
- e) Completion of additional supplemental independent/directed study in the subject area which augments the skills/content of the technical course;
- f) Presentation of a portfolio of work substantiating the breadth, depth and rigor of the course content to include both theory and applied competencies;
- g) Analysis of clusters of course credits where a combination of technical courses may represent baccalaureate level competencies when viewed as a package (e.g. eight credits in technical coursework may correspond to a three credit traditional transfer course in a given subject area);
- h) Verification of faculty credentials at the transferring institution.

### Appeal of Transfer Credit Denial

A student may appeal the denial of transfer credits by written request to the Senior Vice President. Credits in question will be reviewed by a subject area expert(s) from the instructional department normally responsible for the subject matter in question. The review process will parallel that applied to the general evaluation of credits for transfer; however, the final determination will be made by the Senior Vice President in consultation with the Associate Dean, Student Services/Registrar. Normally such appeals will be considered only if submitted before the end of the term in which notification of the denial was made to the student.