

**EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT**  
**Between**  
**NORTHWEST FLORIDA STATE COLLEGE AND**  
**COLLEGIATE HIGH SCHOOL AT NWFSC**

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This early college/dual enrollment articulation agreement between Northwest Florida State College (the "College") and the Collegiate High School at NWFSC is in effect from August 19, 2016 to July 31, 2017. Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma
- To broaden the scope of curricular options available to students, or
- To increase the depth of study available for a particular subject.

This Agreement will be reviewed each year. This agreement may be amended or renewed from year-to-year by mutual agreement of the President of Northwest Florida State College and the Principal of the Collegiate High School.

**THE FOLLOWING CONDITIONS WILL GOVERN THE EARLY COLLEGE/DUAL ENROLLMENT PROGRAM:**

**1. Ratification or modification of all existing articulation agreements**

Under the dual enrollment program qualified CHS 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. The successful completion of the college classes will allow CHS students to earn college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree.

**2. CHS Open Admission Policy**

The Collegiate High School at NWFSC is open to any tenth, eleventh, or twelfth grade Okaloosa County public, private, or home-schooled student or to any tenth, eleventh, or twelfth grade public, private, or home-schooled student from other Florida school systems with which the Okaloosa County School System maintains an inter-district agreement. Students will be considered for admission without regard to race, religion, national origin, gender or physical disability.

The school has an open admissions policy. If the number of eligible applicants exceeds the capacity of a program, grade level, class or building, all students shall have an equal chance of admission through a random lottery selection process. The Collegiate High School Governing Board determines the capacity for each admission period.

Once an applicant has been admitted to the school and has accepted the invitation to enroll, he/she is not required to reapply to the school for admission for future enrollment periods unless the student has officially declined to enroll or has officially withdrawn from the school.

### 3. Eligible Applicants

An eligible applicant is a student who meets the elements of paragraph II (A) above and who has submitted a completed application packet by the established deadline. A completed application packet includes the following items, with appropriate signatures.

- Collegiate High School Participation Agreement
- Student Information Data Entry Form
- Northwest Florida State College Application for Admission
- Northwest Florida State College Residency Classification Form
- Student Health Information Form
- Social Security Number Verification Form
- English for Speakers of Other Languages/ Intensive English Education Form
- Report of Previous Expulsions, Arrests, Juvenile Justice Actions
- Official High School Transcripts from all high schools attended.
- Official College Transcripts from all colleges attended (if applicable)
- Official ACT, SAT or PERT Placement Scores within the past two years.

### 4. Admission to Programs

The school offers two programs of study, Pre-collegiate and Collegiate/Dual Enrollment. Once a student has been admitted and enrolled at the school, he/she may move between programs (as appropriate per the program eligibility criteria) without repeating the full admission application process. A home-schooled student wishing to graduate and earn a diploma from the Collegiate High School must meet all graduation requirements of the Collegiate High School and must provide evidence that they have notified the appropriate school district in which they would normally attend that they will withdraw their status as a home schooled student. A student may not be both a home-schooled student and enrolled and graduate from the Collegiate High School.

PRE-COLLEGIATE PROGRAM	COLLEGIATE PROGRAM
<ul style="list-style-type: none"> <li>• Completed the Collegiate High School at NWFSC Application received by the established deadline.</li> <li>• Eligibility for grade level of 10 by the last day of the 2015-2016 school year in the public school system the applying student resides.</li> <li>• Applicant must have earned the following credits by the last day of the 2015-2016 school year in the public school system the applying student resides:</li> <li>• Five credits for 10th grade, to include a 9th grade English, and an Algebra I credit*.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Collegiate High School at NWFSC Application received by the established deadline</li> <li>• Eligibility for grade level of 10, 11, or 12 by the last day of the 2015-2016 school year in the public school system the applying student resides.</li> <li>• Applicant must have earned the following credits by the last day of the 2015-2016 school year in the public school system the applying student resides:</li> <li>• Five credits for 10th grade, to include a 9th grade English, and an Algebra I credit*.</li> <li>• Ten credits for 11th grade to include 9th and 10th grade English and an Algebra I credit*.</li> <li>• Seventeen credits for 12th grade</li> </ul>

<ul style="list-style-type: none"> <li>• Ten credits for 11th grade to include 9<sup>th</sup> and 10<sup>th</sup> grade English and an Algebra I credit*.</li> <li>•</li> <li>• Seventeen credits for 12th grade</li> </ul> <p>*Florida public schools' passing End of Course score is included for Algebra I credit</p> <p>**After admission to the Collegiate High School all Algebra I credits for nonpublic and/or out of state schools that do not include a comprehensive exit exam will be pending until the successful completion of the Florida Algebra I End of Course exam.</p>	<ul style="list-style-type: none"> <li>• Minimum unweighted high school GPA of 3.00 for all credits earned as of the close of the previous semester</li> <li>• Minimum college level placement scores in English, Math and reading as documented by valid ACT, SAT and/or PERT scores. (Eligibility will be determined by using the highest scores from the subtests of any ACT, SAT or PERT exams taken within the last two years.)</li> <li>• *Florida public schools' passing End of Course score is included for Algebra I credit</li> <li>• **After admission to the Collegiate High School all Algebra I credits for nonpublic and/or out of state schools that do not include a comprehensive exit exam will be pending until the successful completion of the Florida Algebra I End of Course exam.</li> </ul>
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**5. Delineation of courses and programs available to students eligible to participate in dual enrollment**

Courses available to CHS 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 [www.fldoe.org/articulation/pdf/DEList.pdf](http://www.fldoe.org/articulation/pdf/DEList.pdf). A variety of courses will be available on the College Niceville campus.

CHS students will not be allowed to take online classes without the recommendation of the high school counselor and the approval of the CHS Principal.

Courses may be offered in the high school by invitation and mutual agreement of CHS 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.

**6. Acceleration Mechanisms – Dual Enrollment**

Students may participate in those accelerated mechanisms defined in Florida Statute and available at NWFSC. The parameters of the Northwest Florida State College and the Collegiate High School at NWFSC Dual Enrollment Program, per the Inter-district Articulation Agreement, are determined by the Collegiate High School Governing Board. Eligibility to participate in the dual enrollment program is defined in the school charter.

The courses available to Collegiate High School students may be different for other Okaloosa County School District secondary students. All college credit courses offered at NWFSC, except

for those with fewer than three credits and for physical education activity courses, are eligible for dual enrollment by Collegiate High School students. CHS students must meet all placement testing requirements associated with the course and unless exempted by the appropriate NWFSC administrator, must also meet all course prerequisites and co-requisites.

Tenth, eleventh and twelfth grade collegiate students may participate fully in all dual enrollment options available under Florida Statute. Tenth, eleventh and twelfth grade pre-collegiate charter students may participate in dual enrollment classes on a limited basis depending on GPA and placement scores.

Unless otherwise stipulated by the State Articulation Coordinating Committee, the Collegiate High School at NWFSC Curriculum Committee, upon recommendation to the NWFSC Vice President of Academic Affairs, determines the manner in which specific college courses may be school graduation requirements.

## **7. Vocational Credit Dual Enrollment**

Identification of students who are eligible to participate in the vocational-credit courses will be made at each enrollment period according to the following criteria:

- a) Juniors and seniors are eligible to participate in vocational-credit courses during school hours, after school hours, and during the summer term.
- b) Sophomores are eligible to participate in vocational-credit course after school hours or during the summer term.
- c) Students shall have a cumulative, unweighted 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.
- d) Students must pass 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.
- e) Students must also satisfy all TABE testing requirements associated with career technical certificate programs per Florida law and rule.

## **8. Delineation of the high school credit earned for the passage of each dual enrollment course**

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.

The College will provide to the 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. Dual

enrollment students will be able to view their grades online using Raidernet. The student's final grade in the college course shall be posted to the student's high school transcript.

## **9. 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 online at <https://raidernet.nwfsc.edu/FCCSC/navigate/student.jsp>

## **10. Student Advising**

Students enrolling in courses under this program will receive academic advising from the CHS counselor, College counselors and advisors. Students may visit College advisors on an appointment basis. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students. The plan for College dual enrollment guidance services to participating students will be mutually agreed upon by CHS and the College and is included as Appendix A.

## **11. Tuition and Fees**

Students registering for 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.

## **12. Process for informing students and their parents of college-level course expectations**

CHS administration, counselors, and College advisors inform students and parents that dual enrollment course will be at the depth, breadth, rigor and pace of other college credit courses. The curriculum, content evaluation of performance, and selection of instructional material is the prerogative of the professor in accordance with college approved syllabi. All courses included in the dual program 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 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.

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.

### **13. Policies and procedures, if any, for determining exceptions to the required grade point averages on an individual basis**

Exceptions to the eligibility requirements may be made on an individual student basis. The student must present a written request endorsed by a parent to a high school official usually a counselor for approval by the CHS principal.

### **14. Student Rights and Responsibilities**

CHS dual enrollment students have the same rights and responsibilities as non-dual enrollment College students. CHS Dual enrollment students and their parents are encouraged to view the early college/dual enrollment orientation on the College website at [www.nwfsc.edu/dual](http://www.nwfsc.edu/dual). 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. Any act or behavior by a student which tends to interfere or otherwise disrupt the orderly conduct, process, function, or interests of the College is prohibited. Such acts and behaviors include but are not limited to the following: cheating in any form, including plagiarism; gambling; theft, vandalism, or destruction of College property; falsification of personal or College records; the use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any College-sponsored function; violence; and hazing or harassment. Disciplinary procedures for committing these acts or displaying these behaviors are covered in the College catalog as is the appeal procedure for a disciplinary action. Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

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, tardies, make-up work, classroom conduct, plagiarism and cheating, student rights and responsibilities, and cell phone use.

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 by registering with Disability Support Services in the Student Center on the Niceville campus (850-729-6079) for dual courses on any college location. Accommodations for classes taught in district locations will be coordinated by the local high school.

### **15. Issuance of Grade Reports**

Official grade reports (report cards) are issued according to the following schedule. Information provided on the grade reports conforms to F.S. 1003.33. Separate grade reports corresponding to the separate transcripts are prepared for high school and college grades. Grade reports will be emailed to parents or mailed to the student's permanent mailing address. College course grades are also available on an individual student basis online at [www.FLVC.org](http://www.FLVC.org) and on "Raidernet" using a student's access password.

Fall Semester	Spring Semester	Summer Semester
Mid-October: Midterm Advisory grades Mid-December: Semester Final Grades	Mid-March: Midterm Advisory Grades Mid-May: Final Semester Grades	Mid-June: First Session Final Grades Early August: Second Session/Long Session Final Grades

Grade reports are prepared on a quarterly basis and submitted to the CHS Office for distribution as appropriate to parents and students. These reports include instructor feedback on attendance, class participation, overall student engagement, and suggestions for academic assistance.

#### **16. Responsibilities of the Florida College System institution regarding the transmission of student grades in dual enrollment courses to the District**

Progress of dual enrollment students during a semester is monitored primarily at the class level where faculty members can report attendance problems (including a warning notice) or refer struggling students to various resources. 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. CHS will have midterm and final grades emailed to them.

#### **17. Original Credits Earned During Summer**

Collegiate High School students have the opportunity to earn a limited number of original credits applicable to the high school diploma and/or the associate degree during the summer months. Students must get approval from a CHS Coordinator of Student Services prior to registering for summer classes. The number of summer classes is limited to 8 semester hours after consideration of a student's academic history, graduation timeline, subsequent course load the following year and pre-requisites needed for transferring to a university. No more than one course may be taken in a summer fast track session without approval of the Principal or designee. The following courses are not permitted during the summer term: LIN1670, ENC 1101, ENC1102. No online courses are permitted during the summer term. Summer courses may not be used to repeat core academic classes in which a student did not earn credit. Enrollment in summer courses is subject to the approval of the Principal.

#### **18. Withdrawal from College Class for Excessive Excused Absences**

A student may be withdrawn from a college class if the number of excused absences exceeds that allowable under CHS school policy. Depending upon the timing and circumstances of the withdrawal, the student may lose the course credits, may remain enrolled in the high school version of the course, or may be enrolled in an alternate course for the remainder of the semester. Whether the student is permitted to make-up work for an excused absence is a function of the type of excuse and the instructor's course policies.

If withdrawal from a college course is unavoidable and is based on excused absences, efforts will be made to provide alternate high school level study so that the student does not fall behind in earning credits toward completion of the high school diploma.

#### **19. Withdrawal from a College or High School Course for Excessive Unexcused Absences**

A student may be withdrawn from a college or high school course based on excessive *unexcused* absences and/or suffer a negative impact on the final course grade. A student will not be permitted to make-up work missed during unexcused absences, regardless of the situation. In addition, excessive unexcused absences may be grounds for disciplinary action under the Collegiate High School at NWFSC Code of Conduct.

#### **20. Voluntary Student Withdrawal from a College Course**

A student may voluntarily withdraw from a college class by a date determined by the Collegiate High School's Student Services Department, but prior to taking the final exam. However, the student must meet with a Collegiate High School Guidance staff member to obtain prior approval for such a withdrawal. A student-initiated withdrawal will not be processed until such consultation. The student must continue attending classes until a decision regarding the withdrawal is determined. Parental permission is also required. If the student elects to withdraw, a grade of "W" will remain on the student's permanent records. The "W" will not be included in the computation of the student's GPA, however he/she will earn no credits for the course. If the student re-enrolls in the course during a future term, the grade for the most recent attempt in the course will be counted in the GPA. (Also refer to the College Catalog for additional information regarding grade forgiveness and repeating college courses.)

Depending upon the timing and circumstances of the withdrawal, the student may lose the course credits, may remain enrolled in the high school version of the course, or may be enrolled in an alternate course for the remainder of the semester. A grade or "W" may not be processed if the student fails to follow the established withdrawal procedures.

#### **21. Limitations to Course Withdrawal Options**

A student may withdraw from certain co-requisite courses, (e.g. applied music and the co-requisite special topics course, etc.) until the date published in the college catalog for mid-term advisory grades to be due in the registrar's office. Students must withdraw from both courses in a co-requisite sequence.

A student may withdraw from specific required courses in the sophomore year, (e.g. College Success, Reading across the Genres, and College Biology) only during the week before the final exam and must repeat the course the following semester of enrollment.

A student who is withdrawn from certain college credit core courses (e.g. English, economics, science) required for high school graduation may be assigned to equivalent high school credit courses to maintain progress toward graduating high school on time.



A student who falls below the full-time equivalent of 1500 minutes per week of instruction due to voluntary or instructor withdrawal from college classes may be enrolled in a high school course to replace college credits and to maintain full-time enrollment.

Exceptions to the above policies may be granted for extenuating circumstances by the Principal or designee. A student who is withdrawn by an instructor from an applied course for excessive absences before the midterm advisory deadline will also be withdrawn from the co-requisite course.

## **22. Funding provision that delineates costs incurred by each entity**

Instructors assigned to teach dual courses under this agreement will be employed by the College for the specific College assignment. All instructors are paid by the College. The Collegiate High School will be invoiced \$850 per credit hour when a College instructor provides either an online course for CHS or a course at a high school. High school faculty instructors deemed qualified and approved by the College to teach a college course at the high school will be compensated by CHS. CHS will be invoiced \$71.98 or as state rule requires per student semester hour for dual students taking college classes during the fall or spring terms at any College location including online courses. The invoice will be issued one week after the midterm advisory grades are issued for that term.

## **23. Instructional Materials**

Instructional materials will be provided to each CHS student in accordance with current legislative provisions with reimbursement to the designated bookstore, Barnes and Noble College, from CHS upon receipt of an invoice. Textbooks and other non-consumable instructional supplies issued to students will be the responsibility of the student and property of CHS. At the end of the semester all issued books and supplies will be returned to CHS.

## **24. FTE Funding**

State revenue for the District and the College will be in accordance with the provisions of Florida statute

## **25. Statutory Compliance**

If any conflict exists between the provisions of this agreement and Florida rule or law, the provisions of law shall prevail.

**Annual Review of Agreement**

The Principal of CHS and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: Anthony Boyer  
Anthony Boyer, Principal of Collegiate  
High School at NWFSC

8/9/2016  
Date

BY: Sasha R. Jarrell  
Sasha Jarrell, Interim President  
Northwest Florida State College

8/9/16  
Date

## **APPENDIX A**

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

- Per Florida rule and statute, 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.
- Per Florida statute and rule, 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 STUDENT ACADEMIC ADVISING**

Academic advising for students participating in the dual enrollment program shall consist of the following components:

At or near the start of the student's first term of enrollment, he/she should contact a College advisor for an in-person advising session after meeting with the CHS academic counselor.

As part of the advising session, each student will receive a College catalog. The following topics will be covered.

- College program options/planning and selecting a college major
  - College Course-Level Expectations, including, but not limited to:
    - 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,
    - All grades, including "W" for withdrawal, become a part of the student's permanent College transcript and may affect subsequent postsecondary admissions.
    - 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.
    - The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
2. The high school counselor will insure the inclusion of dual enrollment course plans in the dual enrolled student's Electronic Personal Educational Planner (ePEP) using the online student advising system available through [www.FLVC.org](http://www.FLVC.org) as required by 1003.413(3)(i), Florida Statutes, to minimize enrollment in a random selection of college courses.
  3. Dually enrolled students will have the same access to advising and program planning tools and resources that traditional College students have.