

**INTER-INSTITUTIONAL
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT
Between
NORTHWEST FLORIDA STATE COLLEGE AND
THE HOME SCHOOL PARENT OR GUARDIAN**

This early college/dual enrollment articulation agreement between Northwest Florida State College (the College) and the home school parent or guardian is in effect from 19 August 2016 to 31 July 2017.

This articulation agreement details selected cooperative endeavors between the home school parent or guardian and Northwest Florida State College (College) in the area of dual enrollment.

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 may be amended or renewed from year-to-year by the President of Northwest Florida State College.

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

1. Ratification

Under the dual enrollment program qualified home schooled high school students, with the consent of their parent(s)/guardian(s) may enroll in college classes through Northwest Florida State College. Coordination should be based on the conditions as outlined below. The successful completion of the college classes will allow the high school students to earn college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree.

2. Course and Programs

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's *Dual Enrollment Course Equivalency List* that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at www.fldoe.org/articulation/pdf/DEList.pdf. Postsecondary adult vocational courses are available only on a limited basis and only with permission of the home school and the college. Dual enrollment is not available for those college or vocational credit courses offered as part of the core requirements of a limited admission program. Courses may be offered on the Niceville and Fort Walton Beach campuses and at all college centers.

3. Participation Process

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.

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 s. 1002.42(2) and provides a secondary curriculum pursuant to s. 1003.4282. Students who are eligible for dual enrollment pursuant to this section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

Home School students meeting the eligibility requirements may register for approved college courses under the dual enrollment program by following these steps each term.

Per the Florida Board of Education, students enrolled in Home 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 meeting the eligibility requirements for dual enrollment may register for approved college credit courses under the dual enrollment program by following these steps each term.

- a) Obtain a Dual Enrollment Admission and Registration form from an enrollment services office at any NWFSC location.
- b) Consult the *Northwest Florida State College Schedule of Classes* for course options.
- c) Work with their parents or guardians to confirm that the desired courses will meet graduation requirements and will be posted to the high school transcript.
- d) Contact a NWFSC test center to make testing arrangements.
- e) Complete all sections of the Dual Enrollment Admission and Registration Form and secure applicable signatures.
- f) Return the Dual Enrollment Admission and Registration Form to the enrollment services office at any NWFSC location on the student's registration date which is found in the semester schedule of classes on the college website.
- g) Obtain a proof of registration at the time of registration.
- h) Obtain a Student Access ID Card.

5. Eligibility

College Credit Dual Enrollment

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

- a) In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
- b) Students must be officially enrolled in a home school program and submit a copy of the current *Legal Compliance and Eligibility Form* that is on file with the school district.
- c) Students must have at least 5 high school credits to participate in dual enrollment.
- d) The student shall have a cumulative, grade-point average (GPA) 3.0 or above on high school course work.
- e) The student must pass the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, social science or humanities course with a Gordon Rule writing or computation requirement or other course for which a Gordon Rule writing or computation course is a prerequisite.
- f) Students who have not passed 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.
- g) Exceptions to the 12 college credit hour limitation may be granted by the college provided that the dual enrollment student is concurrently enrolled in a high school class in each basic competency area for which the student has been deemed deficient.
- h) Dual enrollment students who have accumulated 12 college credit hours and have not yet demonstrated proficiency in the basic competency areas of reading, writing, and mathematics will be advised in writing of the requirements for associate degree completion and state university admission, including information about financial aid eligibility and the potential costs of accumulation excessive college credit.
- i) Due to field experience requirements in the teacher education program, EDF1005 and EDF 2701 are available only to 12th grade students.
- j) 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 as dual enrollment unless agreed to by the college and the high school under separate agreement.

Vocational Credit (PSAV) Courses

Identification of students who are eligible to participate in postsecondary adult vocational (PSAV) courses will be made at each enrollment period according to the following criteria:

- a) In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
- b) The student shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on high school course work.
- c) The student must have the permission of the parent or guardian and the college dual enrollment director.
- 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 and technical certificate programs per Florida law and rule.

6. Grades and Awarding of Credits

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 would simultaneously earn the appropriate number of hours of college credit and ½ Carnegie units applicable toward high school graduation, except for those courses for which 1.0 Carnegie units are awarded per state guidelines and except for those courses in which enhanced instruction generates 1.0 Carnegie units.

Home school students will be able to view their grades online using RaiderNet 2.0.

Student Transcripts

College credits earned under this program will be duly entered on the student's NWFSC transcript as well as on the student's high school transcript. Students may review their college course records through the RaiderNet 2.0 Portal.

Student Advising

Students enrolling in courses under this program will receive academic advising from NWFSC counselors and advisors. Students may visit college advisors at any college location on an appointment basis. In addition, students may complete the college online orientation and will be provided online access to the Florida automated advising system (FACTS) at the college sites.

Tuition and Fees

Students registering for courses in this program will be assessed no tuition or fees; such fees will be exempted by the college. 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.

7. Course and Program Standards

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 for Academic Affairs, the NWFSC 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.

8. Exceptions to the Eligibility Requirements

Exceptions to the eligibility requirements may be made on an individual basis. The student must present a written request approved by the Principal or designee and the Director of dual enrollment.

9. Registration policies

Dual enrollment students may present a fully executed Dual Enrollment Form at any Northwest Florida center or campus during the approved registration period. Dropping the course during the schedule adjustment period will make the registration null and void. The registration counts as an attempt in the course and will appear on the college transcript at the end of the schedule adjustment period.

10. Employment of Instructors

Instructors assigned to teach courses under this agreement must be fully qualified by virtue of their academic credentials to teach college courses. The college will provide all adjunct faculty teaching dual enrollment courses 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.

11. Instructors in this program will maintain the same standards and rigor, use the same or comparable textbooks/instructional materials, work under the supervision of the appropriate college division director or department chair 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. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the college. The Northwest Florida State College director/department chair will consult with appropriate school/school personnel as needed.

12. Home school students will provide grade point averages and approval for each student registered as a Home School Student. Students enrolling in the college courses under this program will have all of the rights and responsibilities associated with such enrollments. Their admission to the college will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or other special enrollment category. When/if students in this program become 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. Students may not change from dual enrollment to concurrent enrollment status after the close of the NWFSC schedule adjustment period (drop/add) each term.

13. Student Rights and Responsibilities

Dual Enrollment students have the same rights and responsibilities as non-dual enrollment college students. 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. 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.

Student Attendance

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the school.

Student Withdrawal from College Classes

Students who are unable to complete a dual enrollment college class or who believe they will not be successful in the class may withdraw from the class any time before the final exam period for the class. Withdrawals require the student to complete the appropriate college form. Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course he or she may not repeat that course under the dual program. Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Exceptions may be granted by mutual agreement between the high school and the college.

14. Cost

Instructors assigned to teach dual courses under this agreement will be employed by Northwest Florida State College for the specific college assignment. All instructors are paid by Northwest Florida State College.

Instructional Materials

The cost for instructional materials such as textbooks, non-consumable workbooks, and course access codes is the responsibility of the student.

FTE Funding

State revenue for the high school and the College will be in accordance with the provisions of Florida statute.

Transportation

Students enrolling for college courses will be responsible for providing their own transportation. Parking permits are available at the time of registration and throughout the year at all College locations and must be displayed on the rear view mirror of the vehicle when parking at the College. Student parking is designated with white lines.

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 President of Northwest Florida State College shall review the agreement on an annual basis.

SIGNATURE SHEET

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This agreement may be amended or renewed from year-to-year by the President of Northwest Florida State College.

By signing this agreement I acknowledge that I have read the Inter-institutional Early College/Dual Enrollment Articulation Agreement and that I agree to all the terms of agreement for the 2016-2017 school year.

Child's Name _____ NWFSC student number _____

BY: _____
Parent/Guardian Signature

Date

Print Name

Phone Number

Updated June 28, 2016