

**INTER-INSTITUTIONAL  
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT  
Between  
NORTHWEST FLORIDA STATE COLLEGE AND  
Ohana Institute**

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

This articulation agreement details selected cooperative endeavors between Ohana Institute and Northwest Florida State College (College) in the area of dual enrollment. In an effort to enhance educational opportunities throughout the county, the college and the high school may expand their partnerships to activities beyond those listed here, using supplemental agreements as appropriate.

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 mutual agreement of the President of Northwest Florida State College and the administrator of Ohana Institute.

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

**1. Ratification**

Under the dual enrollment program qualified Ohana Institute high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal/designee, may enroll in college classes through 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. Notification of Dual Enrollment Opportunities**

Students and parents will be apprised of dual enrollment opportunities through cooperative effort of Ohana Institute and the College to include public news releases, mailings, conferences, in school publicity and school or College websites. The college website is [www.nwfsc.edu](http://www.nwfsc.edu). The school will inform the students of the ability to earn college and high school credit simultaneously in a timely manner.

**3. 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](http://www.fldoe.org/articulation/pdf/DEList.pdf) under Dual Enrollment in the Advising Manuals.

Postsecondary adult vocational courses are available only on a limited basis and only with permission of the high 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.

#### 4. 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.

Ohana Institute 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 Ohana Institute 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 the high school or an enrollment services office at any NWFSC location.
- b) Consult the *Northwest Florida State College Schedule of Classes* for course options.
- c) Consult with the high school counselor to confirm that the desired courses will meet graduation requirements and will be posted to the high school transcript.
- 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 and 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) The student shall have a cumulative, grade-point average (GPA) 3.0 or higher on course work beginning with grade nine, or the recommendation of the principal and the approval of the college if the GPA is less than 3.0.
- c) 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.
- d) 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.
- e) 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.
- f) 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 by the high school 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.
- g) Due to field experience requirements in the teacher education program, EDF1005 and EDF 2701 are available only to 12<sup>th</sup> grade students.
- h) 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 course work beginning with grade nine, or the recommendation of the principal and the approval of the college if the GPA is less than 2.0.
- c) The student must have the permission of the designated school office 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.

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. The high school will weigh the early college/dual enrollment courses the same way that they weigh advanced placement.

**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. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students. 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 and at the student's home high school.

**Tuition and Fees**

Students registering for courses in this program will be assessed no tuition or fees; such fees will be paid by Ohana Institute. 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.** Ohana Institute will provide grade point averages and approval for each student registered as a Ohana Institute 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](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.

#### **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. Students who do not meet the college's established attendance policy may be withdrawn from class by the instructor in accordance with such policy.

#### **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. The cost of tuition and fees is the responsibility of the Rocky Bayou Christian School, and the Ohana Institute agrees to this responsibility by execution of the Dual Enrollment Form titled "Early College /Dual Enrollment Form Northwest Florida State College." The College will invoice the responsible Ohana Institute within 14 days of the end of the schedule adjustment period. The Ohana Institute agrees to remit payment within 21 days of the invoice date. Payment will be accepted at the time of registration. All cost for instructional materials including textbooks, workbooks and access codes associated with instruction is the responsibility of the student.

#### **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**

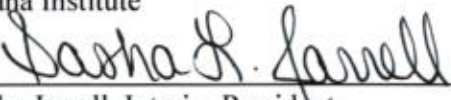
If any conflict exists between the provisions of this agreement and Florida rule or law, the provisions of law shall prevail.

**Annual Review of Agreement**

The Administrator of Ohana Institute and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY:   
Administrator — ROBERT WALSH  
Ohana Institute

7/18/16  
Date

BY:   
Sasha Jarrell, Interim President  
Northwest Florida State College

8/9/16  
Date