

**INTER-INSTITUTIONAL  
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT  
Between  
NORTHWEST FLORIDA STATE COLLEGE AND  
THE OKALOOSA COUNTY SCHOOL DISTRICT**

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This early college/dual enrollment articulation agreement between Northwest Florida State College (the "College") and the Okaloosa County School District (the "District") 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.

A District Articulation Committee will review this Agreement each year. Composition of the District Articulation Committee shall conform to Florida rules and law. Voting members shall be appointed by the superintendent or institutional president and shall represent Northwest Florida State College, Okaloosa County School District. Guests and additional non-voting members may also attend and participate in the meetings.

This agreement may be amended or renewed from year-to-year by mutual agreement of the President of Northwest Florida State College and the Okaloosa County School Board.

**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 Okaloosa County public high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal/designee, may enroll in college classes through the College. Coordination should be based on the conditions as outlined below. The successful completion of the college classes will allow Okaloosa County students to earn college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree. This agreement applies to Okaloosa County students enrolled at the CHOICE High School and Technical Center; Baker, Choctawhatchee, Crestview, Fort Walton Beach, Laurel Hill and Niceville High Schools; or other students as mutually agreed upon by the District and the College. Dual enrollment opportunities for NWFSC Collegiate High School students are defined by the Collegiate High School Governing Board.

**2. Process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

Students and parents will be apprised of the opportunity to participate in the dual enrollment program and the availability of related college course offerings through the cooperative effort of the District and the College, to include public news releases, mailings, conferences, and/or announcements made at the schools or on the District or College website ([www.okaloosaschools.com](http://www.okaloosaschools.com) and [www.nwfsc.edu](http://www.nwfsc.edu)). The District shall inform all secondary students of dual enrollment as an educational option and mechanism for acceleration, including eligibility criteria, the option for taking dual enrollment courses beyond the regular school year, and the 24 minimum academic credits required for graduation. The information will be provided in a timely manner, prior to student enrollment in dual courses.

**3. Delineation of courses and programs available to students eligible to participate in dual enrollment**

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) or under Dual Enrollment in the Advising Manuals. A variety of courses will be available on the College Niceville and Fort Walton Beach campuses and all College centers. Dual enrollment students will not be allowed to take online classes without the recommendation of the high school counselor and the approval of the Director of Dual Enrollment.

For career dual enrollment, both clock hour and college credit courses and programs must lead toward an approved industry certification from an industry Certification Funding List in 1008.44F.S.

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

The district's dual enrollment representative may request college courses to be taught on the high school campus using a fully qualified instructor who is employed by the College or the District. The courses that may be requested are MAC1105 – College Algebra, MAC1140 – Pre-calculus Algebra, STA2023 – Statistics, LIN1670 – Writing and Grammar, ENC1101 – Composition I, and POS1041 – American Government. The College will attempt to meet requests. Exceptions must be mutually approved by the College and the District.

Requests for college courses taught on a high school campus should be made to the Director of Dual Enrollment in the fall semester preceding the academic year in question. The Director of Dual Enrollment will work with the College departments to determine if the requests can be filled. The Director will let the high school know if the class can or cannot be offered. This should be completed before high school student's sign up for their classes for the 2016-17 school year. The College will inform the District no later than one term before courses are offered which instructional materials are required for the courses.

**4. Process by which students and their parents exercise options to participate in the dual enrollment program**

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. Students must meet the eligibility requirements- no exceptions for dual enrollment. Students that meet the eligibility requirements may register for approved college credit courses not to exceed 18 credits in each Fall and Spring Semester and 12 credits in the Summer under the dual enrollment program by following these steps each term:

1. Obtain a Dual Enrollment Admission and Registration form from a high school counselor or an enrollment services office at any College location.
2. Consult the College website for course options.
3. 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.
4. Contact a College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.

5. Complete all sections of the Dual Enrollment Admission and Registration Form and secure applicable signatures.
6. Return the Dual Enrollment Admission and Registration Form to the enrollment services office at any College location on the student's registration date, which is found in the semester schedule of classes and on the College website.
7. Obtain proof of registration at the time of registration.
8. Obtain a Student Access ID Card and establish a NWF State College email account.
9. Take the proof of registration form and Student Access ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks.

**5. Additional eligibility requirements for participation in the dual enrollment program**

**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. 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 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, classroom conduct, plagiarism and cheating, student rights and responsibilities, and cell phone use.

Per the Florida Board of Education, students enrolled in the Okaloosa County School District who meets the dual enrollment eligibility requirements must be allowed to enroll in college credit courses designated as part of the state and local dual enrollment program. Students may be dismissed from dual enrollment program for disciplinary reasons including disruption of learning environment.

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) Juniors and seniors are eligible to participate in college-credit courses during school hours, after school hours, and during the summer term.
- b) Sophomore students are eligible to participate in college-credit courses after school hours, during the summer term, or during the regular school day on an exception basis. Rising sophomore students are eligible to participate in college-credit courses during the summer session that begins after the last day of their freshman school year
- c) Students shall have a cumulative, un-weighted grade-point average (GPA) of 3.0 or above on high school course work. While state law and rule provides dual enrollment eligibility for students in grades 6 through 12 that meet high school cumulative grade point average and testing requirements, performance data on thousands of dual enrollment students indicate that college readiness is rare for students below high school age.
- d) Students must take one of the approved placement tests. 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 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. 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. 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 District of the requirements for associate degree completion and state university admission, including information about financial aid eligibility and the potential costs of accumulation of excessive college credit.

f) Students who have accumulated 12 college credits but less than 24.99 college credits must have a college GPA of 1.5 or above. Students who have 25 or more college credits must have a college GPA of 2.0 or above.

g) Due to field experience requirements in the teacher education program, EDF1005 and EDF 2085 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 District under separate agreement.

i) Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

### **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 courses after school hours, during the summer term, or during the school day on an exception basis.

c) Rising sophomore students are eligible to participate in college-credit courses during the summer session that begins after the last day of their freshman school year.

d) Students shall have a cumulative, 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.

e) 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.

f) Students must also satisfy all TABE testing requirements associated with career technical certificate programs per Florida law and rule.

**6. 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 and the appropriate District office 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 2.0. The student's final grade in the college course shall be posted to the student's high school transcript. The District will weigh the early college/dual enrollment courses the same way that they weigh advanced placement and International Baccalaureate courses. Additional information about dual enrollment courses, equivalent high school credits, and high school subject area is included in Appendix A.

**Student Transcripts**

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

**Student Advising**

Students enrolling in courses under this program will receive academic advising from College 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 at <http://www.flvc.org> on both the College and home high school site. Each degree-seeking student will develop a program plan in consultation with the appropriate academic advisor. The plan for College dual enrollment guidance services to participating students will be mutually agreed upon by the District and the College and is included as Appendix B.

**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.

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

High school counselors, College advisors and dual enrollment personnel 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.

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

Exceptions are not allowed to the required 3.0 cumulative grade point average. The student must present a written request to take an online dual course endorsed by a parent to a high school official usually a counselor and submit the request to the dual enrollment office of the College for approval by the Director of dual enrollment or a designee of the Director.

**9. Registration policies for dual enrollment courses as determined by the postsecondary institution**

Dual enrollment students may present a fully executed Dual Enrollment form at any College Campus or Center during the approved registration period. Specific term information may be altered for dual classes taught at a secondary school site. General term information including drop, add and withdrawal information is published on the College web site [www.nwfsc.edu](http://www.nwfsc.edu). Section 13 of this document delineates withdrawal options for dual students.

**10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution**

Instructors assigned to teach courses under this agreement must be fully qualified by virtue of their academic credentials to teach college courses. Before approving a District instructor to teach a dual enrollment course at a high school, the College reserves the right to require the teacher to first teach a college course at the College and attend a training workshop. The College will provide all adjunct faculty teaching courses exclusively for dual enrollment students with a full-time faculty contact or liaison in the same discipline, information for accessing the faculty and student handbooks online, copies of course plans and objectives for the college courses they are teaching, and information about the end-of-course assessment or a series of assessments of all expected learning outcomes in accordance with the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition.

**11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members**

Instructors in this program will maintain the same standards and rigor, use the same or comparable approved textbooks/instructional materials, work under the supervision of the appropriate College 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. The Instructor will provide an end of course assessment to the College at least two weeks before the final exam period. The graded assessments will be sent to the appropriate College division or department where they will be kept for one year. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the College. The College director/department chair will consult with appropriate school District personnel as needed. For classes meeting in the high schools, it is recognized that administrative responsibilities of the public school facility rests with the principal, with whom the College instructor shall cooperate fully.

Instructors teaching dual enrollment classes will be evaluated by the appropriate division director or department chair that will use the same criteria used for non-dual enrollment College instructors.

**Administrative Responsibility**

The administrative responsibility for activities occurring in the various public school facilities rests with the principal or designee, who will arrange for appropriate classroom space and make every effort to assure that the scheduled courses are able to function as mutually agreed upon between the College and the high school without interruption by high school activities.

12. **Responsibilities of the District regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program**

Students will be screened at each registration period according to the eligibility criteria in section five. The presentation of the early college form will provide physical evidence validated by a secondary school official of eligibility including cumulative high school GPA and ongoing college GPA requirements. Students may not change from dual enrollment to concurrent enrollment status after the close of the College schedule adjustment period (drop/add) each term. Courses dropped during the drop/add term do not appear on students transcripts. Withdrawal under the terms outlined in this agreement will be recorded on the college transcript.

Students enrolling in the college courses under this program will have all of the rights and responsibilities associated with such enrollments. Students in dual classes must abide by local school policies if the class is held in district school. Their admission to the College will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or another special enrollment category. 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.

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

NWF State College 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.

### **Student Attendance**

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the District. Regular and prompt attendance in all classes is expected. All instructors are free to establish attendance policies for their classes. It is the student's responsibility to notify the instructor and make arrangements to complete any missed work. (Make-up work is offered solely at the discretion of the instructor.)

### **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 enrollment program. Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Withdrawal from a dual enrollment class is posted on a student's transcript and may have impact on future status in colleges or universities. Dual enrollment students are not permitted to register or withdraw online unless mutually agreed upon by the District and the College.

### **13. 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 through special software (Raidernet 2.0). 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 2.0 account. The District and each high school will have midterm and final grades emailed to them. Continued participation in dual enrollment from one semester to the next is determined by the eligibility criteria in section five of this document.