

**INTER-INSTITUTIONAL  
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT  
Between  
NORTHWEST FLORIDA STATE COLLEGE AND  
THE SEASIDE SCHOOL, INC.**

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This early college/dual enrollment articulation agreement between Northwest Florida State College (the "College") and the Seaside School, Inc. 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.

An Articulation Committee will review this Agreement each year. Composition of the Articulation Committee shall conform to Florida rules and law. Voting members shall be appointed by the Seaside School, Inc. and/or Northwest Florida State College President and shall represent Seacoast Collegiate High School (SCHS) and the College. Seaside School, Inc. is the entity that operates the SCHS. SCHS is an approved Charter School governed by the Seaside Neighborhood School Board and SCHS is the high school division of the Seaside School, Inc. The SS, Inc. is governed by an elected Board of Directors. This agreement may be amended or renewed from year-to-year by mutual agreement of the President of Northwest Florida State College and Seaside School, Inc. Board Chair.

**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 high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal or 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 SCHS students to earn college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree. Dual enrollment opportunities for SCHS students are defined by this agreement.

**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 SCHS and the College to include public news releases, mailings, conferences, and/or announcements made at the schools or on the College website (and [www.nwfsc.edu](http://www.nwfsc.edu)). SCHS shall inform their 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 in 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 1008.44, F.S.

Courses may be offered in the high school by invitation and mutual agreement of the SCHS and the College. Courses offered in the high school 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 Principal of SCHS 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 High School. 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 the 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 the high school students sign up for their classes for the 2016-17 school year. The College will inform the SCHS 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**

Students meeting the eligibility requirements for dual enrollment 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 registration date or as soon as possible after that 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**

Per the Florida Board of Education, students enrolled in the SCHS 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 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.
- 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, un-weighted 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 SCHS 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 SCHS 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.

## **Grade Forgiveness/ Repeat Course Policy**

Special consideration will be given to full-time dual enrollment students. The forgiveness policy for required courses shall be limited to replacing a grade of "D" or "F" with a grade of "C" or higher earned subsequently in the same or comparable course. The forgiveness policy includes repeating a class a student withdraws earning a "W". In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student's grade point average. Any course grade not replaced according to the Seacoast Collegiate High School forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation.

These considerations are specific to grade forgiveness effecting both college and high school grades. This special consideration can only be utilized for a maximum of two college classes.

## **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 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 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, 2012 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 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 College will provide an end of course assessment to the instructor 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 SCHS 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**

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

Students will be screened at each registration period according to the eligibility criteria in Section 5. 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.

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 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 SCHS. Students who do not meet

the instructor'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 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.

Dual enrollment students who are enrolled in 12 or more credits in a semester are considered full-time dual enrollment.

**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 where faculty members can report attendance problems (including a warning notice) or refer struggling students to various resources 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 5 of this document.

**14. 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, including those teaching classes meeting in the high schools, are paid by the College unless the dual enrollment class is taught as part of the teacher's regular high school teaching obligations or alternate arrangements are mutually agreed upon by the SCHS and the College. The SCHS will be invoiced \$850 per credit hour plus mileage when a College instructor provides a course at SCHS. High school faculty instructors deemed qualified and approved by the College to teach a college course at the high school will be compensated by the SCHS. The SCHS 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.

### **Instructional Materials**

Instructional materials will be provided to each dual enrollment student by the College in accordance with current legislative provisions with reimbursement to the designated bookstore, Barnes and Noble College, from the SCHS upon receipt of an invoice specifying the materials required by each student. Textbooks and other non-consumable instructional supplies issued to students will be the responsibility of the student and property of the SCHS. At the end of the semester all issued books and supplies will be returned to the bookstore and held by the bookstore. SCHS may reclaim the issued material at any time by written request. Outdated and damaged text books will be returned to the SCHS.

### **Use of Facilities**

As part of the cooperative efforts between the SCHS and the College, the College will charge Seaside School Foundation reasonable fees for use of their respective classroom facilities for the courses offered under this program. These fees will be agreed to by the College and Seaside School Foundation and documented in the lease agreement.

### **FTE Funding**

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

### **Collaboration in Development of Acceleration Mechanisms**

The SCHS and the College will collaborate on the research, development and implementation of additional acceleration mechanisms including, but not limited to, a combined AP and Dual Enrollment Program, PSAV (career-technical) training programs in the high school setting, credit for industry certifications, and credit for competencies earned in high school career academies.

## **15. Institutional responsibilities for student transportation, if provided**

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.

### **Remediation Reduction Plan**

The College and the SCHS are committed to reducing the incidence of postsecondary remediation in math, reading, and writing for first-time-enrolled recent high school graduates. The joint remediation reduction plan was developed with the mutual agreement of the SCHS and the College and appears as Appendix C.

### **College Readiness Courses**

Students who have not demonstrated minimum passing scores on state approved college placement tests will be offered the opportunity to take college readiness courses (high school credit) which are equivalent to college developmental and/or bridge courses, as so designated by the Florida Department of Education and described in the State Course Code Directory. Enrollment in such courses is not mandatory, but recommended for students who do not meet "college ready" scores on state approved assessments by the end of their junior year. The courses will be offered on the high school campuses.

The College and the SCHS shall collaborate on the high school college-ready courses to promote continuity between the high school classes and the comparable/companion College classes and ensure that completers can demonstrate mastery not only of subject area content, but also the companion college success skills in that subject area.

Exam content, grading practices, and passing scores for the high school credit college-ready courses shall be the same as those used by the College for the comparable/companion college class.

Students who successfully meet all College and state requirements defining successful completion of a high school credit college-ready course shall be recognized by the College as eligible for enrollment in the next sequential college course in that subject area without additional remediation.

The College and the District will collaborate on creative methods for expanding dual enrollment access to college credit courses in college study skills, critical thinking, career exploration, and related college readiness/success skills.

### **Jump Start/Tech Prep**

The College and the District want to give students who participate in Tech Prep career/technical programs at the high school level the opportunity to apply skills acquired through those programs toward partial fulfillment of a certificate and/or two-year degree program at the College. The Tech Prep articulation program is