

INSTRUCTIONAL STANDARDS AND REGULATIONS



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• Academic Advising

Academic advising and educational planning for students is offered through a variety of means. Educational Advisors and Counselors are available at the following locations:

- **Niceville Campus:**
Student Services, Building "C-1"
- **Fort Walton Beach Campus:**
Building "4", Room 403A
- **Eglin Center:**
Education Center, Building 251
- **Hurlburt Field Center:**
Education Center, Building 90220
- **Chautauqua Center:**
DeFuniak Springs
- **Robert L. F. Sikes Education Center:**
Crestview

Educational advisors and counselors will help students with program planning, course selection, and graduation or transfer requirements. Students interested in pursuing a degree are strongly urged to make an appointment with an advisor or counselor during their first term at the College to further explore educational goals and the various programs offered by the college. It is extremely helpful to have one's academic program fully planned not later than the beginning of the second term.

All degree-seeking students that are required to enroll in preparatory instruction based on placement testing must meet with an advisor or counselor prior to their first term of enrollment at the college. (See College Preparatory instruction on page 54 for more information.)

Students who have already committed to a particular program or know the major area of study they wish to pursue may receive advising in that discipline through the appropriate department. Depending on the particular major, a student can be assigned a faculty advisor by contacting the following individuals:

Advanced Technology & Design/ Drafting/Graphics

Mr. Ray Rickman
Bldg. "B"; 729-5218

Athletics, Health & Fitness

Mr. Ramsey Ross
Bldg. "E"; 729-5229

Bachelor of Applied Science in Project Management

Ms. June Gibson
Bldg. "A"; 729-4900

Bachelor of Science in Nursing

Ms. Beth Norton
Bldg. "E", 729-6400

Bachelor of Science in Education

Dr. Diane Hodgins
Bldg. "A", 729-6440

Business and Computer Technology

Mr. D. Keith Burns
Bldg. "P"; 729-5369

Communications and Social Sciences

Dr. Joyce Goldstein
Bldg. "E"; 729-5391

Dental Assisting

Ms. Mary Thomas
Bldg. "E"; 729-6444

Early Childhood Education

Ms. Beverly Sandlin
Bldg. "M"; 729-5386

Educator Preparation Institute (Teacher Certification)

Ms. Penny Cox
Bldg. "A"; 729-5322

Elementary and Secondary Education

Dr. Joyce Goldstein
Bldg. "E"; 729-5391

EMT/Paramedic

Mr. Barry Reed
Bldg. "Q" 729-4924

Humanities, Fine and Performing Arts

Dr. Cliff Herron
Bldg. "J"; 729-5382

Mathematics/Pre-Engineering

Dr. Sasha Jarrell
Bldg. "L"; 729-5377

Nursing and Allied Health

Ms. Linda Whitenton
Bldg. "E"; 729-4928

Public Safety, Emergency Management and Law Enforcement

Mr. Brian Shonk
Bldg. "Q"; 729-5378

Radiography

Ms. Roslyn Johnson
Bldg. "E"; 729-6457

Sciences/Biological and Physical Pre-Medical and Pre-Pharmacy

Dr. Darryl Ritter
Bldg. "S"; 729-5376

In addition, a computerized advising system is also available to aid department heads, faculty, educational advisors, counselors and students in understanding program requirements and progress toward graduation. The system is available via the college website at www.nwfstatecollege.edu or www.FACTS.org.

Student Development Classes

Several courses focusing on college and personal success strategies are offered throughout the college year:

- SLS 1101
College Success
- SLS 1102
Freshman Seminar
- SLS 1201
Service Learning Seminar
- SLS 1301
Career and Life Planning
- SLS 1340
Professional Portfolio Building
- SLS 1341
Job Search Techniques
- SLS 1501
Effective Study

These courses are credit courses that can be used as an elective in most degree programs. Presidential Scholarship students are required to enroll in SLS 1201. SLS 1101 is a required course for all students enrolled in the first level of preparatory instruction of reading, mathematics or English, or for any student that is required to take any two or more preparatory courses regardless of the level.

• Stay on Track

All degree-seeking students should understand that taking courses that are not part of their stated program may have an adverse effect on their education. Northwest Florida State College is dedicated to assisting students to progress through their chosen education paths in an effective and timely manner. There are specific programs where taking courses outside of the declared program may be penalized.

- Financial Aid - Federal Financial Aid (Pell Grants, Stafford Loans, Supplemental Grants, etc.) will only pay for courses that are part of the student's declared program.
- Veteran's Affairs - VA requirements are similar to those of Federal Financial Aid. Courses that are not part of the student's declared program are not covered by VA.

If you do not know what major you plan to pursue now is the time to explore! You need to declare a major that aligns with a university program by the time you have accumulated 24 college credit hours or sooner. Need help, check out the tips below:

- Visit the Career Development/ Student JOBS Center (see Career Planning Assistance on page 23 for more information).
- Check out the Florida Academic Counseling and Tracking for Students at www.FACTS.org and explore the Career Planning link on the left side of the page.
- Check with an academic advisor for the major you are pursuing (see Academic Advising above for more information).
- Run a Degree Audit from the www.nwfstatecollege.edu RaiderNet link, or
- Run a 2 + 2 University Transfer evaluation from www.FACTS.org.

• Registration

Registration is the process of enrolling in courses and obtaining your schedule for the next term. Registration is required before a student can attend classes. Specific information about registration for a particular term is given in the Schedule of Classes which is available in print or at the College website at www.nwfstatecollege.edu about four weeks prior to the beginning of the term.

Returning Student:

If you are a returning student you may register by computer via the College website or in person. A returning student is a student who has taken a class within the last academic year at the college. Returning students are assigned an appointment for early registration through web registration. Appointments are assigned on a priority basis as determined by the number of credit hours a student has earned. Any student who has previously attended the College, and who has not been in attendance within one academic year, must submit a Readmission Form to the Office of Enrollment Services to update personal data, verify education goals, and residency, and will need to contact the Admissions Office to obtain a registration appointment.

New Student:

As a new student, you may be authorized access to computer registration after participating in a New Student Orientation session and meeting with an educational advisor. For more information about New Student Orientation sessions contact Student Services at 729-6922.

Web/Computer Registration:

Returning students may register for courses either from a home computer or by using computer terminals available at each campus or center via the College website www.nwfstatecollege.edu during the advertised registration times.

Payment of Fees:

The payment of fees is subject to a "due date". When a student's registration has been completed, a student is given a date by which to pay fees. It is the student's responsibility to obtain this information and honor this due date. Fees may be paid immediately, or by the due date that is assigned. **Students who have not met their fee obligations by the established deadline are not permitted to attend class.** Students who fail to meet this due date will be dropped from all classes. Although the student is free to re-register, the student may not be automatically re-enrolled in his/her original class schedule. In some instances, scheduled classes may be canceled due to the lack of adequate enrollment, or may be full. Students with certain obligations, such as overdue library materials or parking fines, will be "blocked" from registration until the outstanding obligation is satisfied. Likewise, students with unmet pre/corequisites

courses may be restricted from registering for courses for which they are academically ineligible. If a student is already pre-registered for the next term, and fails a prerequisite course, the student will be disenrolled (dropped) from the course(s) for which the prerequisite is required.

• Full-Time and Part-Time Status

Students are considered to be full-time or part-time according to the course load at the time of registration. A student enrolled in twelve (12) or more college, vocational, or college prep credits during the term is considered a full-time student. For adult basic education, ESL, and GED students, full-time is defined as enrolled in twenty-four (24) or more contact hours per week. Full-time and part-time status for students attending special condensed sessions, block-time programs, or off-term classes will be determined by the Associate Dean, Student Services/Registrar.

• Classification of Students

Students are classified according to the number of semester hours they have earned. At Northwest Florida State College the lower level classifications are:

Freshman:

A student who has fewer than 24 hours of earned credit toward their program and has been accepted for admission to a lower level college program.

Sophomore:

A student who has 24 hours or more of earned credit toward their program and has been accepted for admission to a lower level college program.

Students in the upper division categories must have completed an associate degree or 60 hours, to include all appropriate general education course requirements, and received approval from the Associate Dean, Student Services/Registrar and Senior Vice President for admission to a baccalaureate program at the College.

The Northwest Florida State College upper level classifications are:

Junior:

A student who has 60 to 89 hours of earned credit toward their program and has been accepted for admission to an upper division college program.

• Classification of Students (continued)

Senior:

A student who has 90 or more of earned credit toward their program and has been accepted for admission to an upper division college program.

• Academic Load

The maximum load that may be carried by a student each term is eighteen (18) credit hours. Students seeking to enroll in more than eighteen (18) college prep, vocational, and/or college credits in a single term must have the prior approval of an advisor, department head, division director, or appropriate program coordinator. Factors to weigh in granting approval include the following: student's GPA and past record, nature and level of courses, total course time requirements, student's work schedule and/or other outside commitments.

• Audit Status

A student registering in a college-credit course on a "not-for-credit" basis will be enrolled in an audit status. Upon completion of the course, an "X" grade will be awarded with no impact on the student's GPA. Students auditing a class are not required to complete examinations but are expected to attend classes and participate in other activities and requirements on the same basis as students seeking credit. Excessive absences for audit students are treated the same as for credit students; the instructor may recommend to the Senior Vice President that the student be dropped from the course with a "W" grade. Audit students must meet the same admission standards as credit students and must pay the same fees. Some occupational courses may not be available on an audit basis. A student wishing to audit an occupational course must obtain permission in advance from the appropriate department head or division director. Audit enrollment in studio art classes is permitted on a space-available basis only. A list of these courses is available from the Division of Fine and Performing Arts and the Office of Enrollment Services. Students whose placement scores require enrollment in college preparatory instruction may not enroll for audit status in any required college preparatory course. Only students voluntarily enrolling in college preparatory courses for personal enrichment or review may enroll with

audit status provided declaration deadlines and approvals have been satisfied.

Students may register or declare audit status at any time during regular registration, as well as through the end of the schedule adjustment period. After close of the schedule adjustment period, students may not change from audit status to credit status or from credit status to audit status unless they obtain both the written permission of the instructor and the approval of the Senior Vice President.

If a student declares audit status prior to the close of the schedule adjustment period, the enrollment will not be counted as an attempt for purposes of full cost or repeat course regulations. If a student changes to audit status after the close of the schedule adjustment period, the enrollment will be considered an attempt under such regulations.

Students receiving financial aid or veterans benefits should consult with a financial aid advisor prior to enrolling in a course as audit status.

• Schedule Changes

Changes in courses or sections may be made during the schedule adjustment period specified in the college calendar and/or in the Schedule of Classes each term. Any such change can be accomplished either in person, by completing and processing the required forms through the registration area at any campus, center, or the College website at www.nwfstatecollege.edu.

• Withdrawing From Courses

Student Initiated Withdrawal (Drop) prior to or during the Schedule Adjustment Period

If a student withdraws from a course within the established schedule adjustment period, the transaction is considered dropping a course and no record of the enrollment will appear on the student's transcript, nor will the enrollment count as an attempt for purposes of full cost and repeat rules. Requests to drop a course must be either submitted in writing on the appropriate form, signed, presented at the registration desk at any campus or center, OR through the College website, by the established deadline for the term of enrollment.

Students who are required by Florida Statute and college policy to enroll in college preparatory courses are not permitted to drop such courses without first meeting with an Advisor,

Counselor or Center Director, and then obtaining prior approval of the Senior Vice President or the Associate Dean, Student Services/Registrar.

Student Initiated Withdrawal after the Schedule Adjustment Period

Students are permitted a maximum of two withdrawals per course in college credit, vocational credit, or college preparatory courses. Upon the third and any subsequent attempt in such a course, the student will not be permitted to withdraw and will receive a grade for the course (A, B, C, D, F, or P).

Students who are required by Florida Statute and college policy to enroll in college preparatory courses are not permitted to drop such courses without first meeting with an Advisor, Counselor or Center Director, and then obtaining prior approval of the Senior Vice President or the Associate Dean, Student Services/Registrar. It is important to note that the student must remain enrolled in at least one college prep course each term of enrollment until the prep requirement is satisfied. The student will not be allowed to withdraw if it is the student's only prep course for the term.

A student-initiated withdrawal must be submitted in writing on the appropriate form, signed, and presented at the registration desk at any campus or center by the established deadline for the term of enrollment. If these conditions are met and the student has not exceeded the approved number of withdrawals, the student will receive a grade of "W" on his/her final grade report and transcript.

Students unable to withdraw under one of the three conditions above must contact the Associate Dean, Student Services/Registrar on the Niceville Campus to officially notify the college of their intent to withdraw. A withdrawal form will be mailed to the student to collect the appropriate signatures.

Withdrawals after the established deadline may be approved only under extraordinary circumstances; normally, late withdrawals will not be processed after the end of the current term. See "Grade Change/Errors" section on page 27. A written request, including justification and appropriate documentation, must be submitted to the Office of Instructional Services. If approved, a grade of "W" will appear on the student's transcript. Student initiated withdrawals are considered "attempts" for purposes of full cost and repeat course regulations.

• **Withdrawing From Courses (continued)**

Students receiving financial aid or veterans benefits should consult a financial aid advisor before withdrawing from a class.

Withdrawals for Non-Attendance

A student with excessive absences under College attendance policy may be withdrawn from class for non-attendance. Withdrawal for non-attendance prior to the established withdrawal deadline will appear as “W” on the student’s transcript. If the student incurs excessive absences beyond that date, he or she will be withdrawn from the class and the grade -appearing on the transcript will be determined by the instructor according to the grading policies of the course; normally the grade will be “F”. Withdrawals under these circumstances will be counted as “attempts” for purposes of full cost and repeat course rules.

• **Directed Independent Study**

Directed independent study provides opportunities for students to earn college credits in standard courses by working with a College instructor on an independent basis. Students enrolling for courses under Directed Independent Study (DIS) are expected to accomplish the goals and objectives as specified in the course syllabus and are expected to attend such class meetings, group sessions, and working conferences as specified by the instructor. Courses are scheduled on a flexible basis as approved by the instructor, the department chair, and by the Senior Vice President with the understanding that final exams will be taken and grades awarded during the term in which they begin.

DIS course enrollments are authorized under the following conditions:

- (1) a documented need exists for the student(s) to enroll for the course immediately rather than taking an alternate course or waiting until the next term in which the desired course would be offered;
- (2) the student is able to identify an instructor who is willing to teach the course as DIS;
- (3) the student understands the extensive burden which he or she is undertaking;
- (4) the student agrees to pay any applicable fee;

- (5) enrollment is approved by the Department Chair and Senior Vice President, and
- (6) when it is not feasible for the course/section to be scheduled concurrently and taught at the same time and locations as another course/section.

All regular fees apply to DIS courses in addition to the established DIS special fee.

• **Class Attendance**

Students are expected to attend all of their scheduled classes, as class attendance is one of the strongest predictors of student success. The effect of absences upon grades is determined by the instructor who may recommend to the Senior Vice President a withdrawal grade whenever absences become excessive. Three consecutive day class absences, two evening class absences, or three absences in a month, and/or absences in excess of 25% of the class meetings will be reported to the Office of Enrollment Services as excessive absences. Excessive absences for Fast-Track, weekend, blended classes and similar formats are determined on a proportionate basis. Excessive absences for Distance Learning classes may be determined by failure to attend the mandatory orientation, lack of contact with the instructor, or failure to make progress by not completing distance learning coursework. Further, each time a student has been tardy three times to a class it will count as one absence. Certain career/professional programs may have additional attendance requirements based upon accreditation and licensure mandates.

Except for absences related to college approved activities (e.g. academic competitions, Forensics, FCAT testing, athletic events, etc.) for which advance announcement of student participants is provided through the appropriate college office or official, this attendance policy is not intended to distinguish between excused and unexcused absences, as flexibility for absence provided in the previous paragraph is designed to accommodate emergencies, illness and other unavoidable reasons for missing class. Individual instructors may provide for additional flexibility in their course policies through make-up exams, alternate assignments, etc.; however, this practice varies by instructor and course. Students should not assume that their absence

from class will automatically be accommodated and should stay in contact with their instructors regarding the impact of missing class for any reason.

Veterans are subject to the same attendance requirements as all other students (see page 40).

• **Incomplete Grades**

At the instructor’s discretion, a grade of “I” may be given when a student is unable to complete the required work because of clearly documented extenuating circumstances and if the student has demonstrated through successful completion of a significant portion of the course requirement that he/she has a reasonable chance of making a passing grade. The instructor files with the department chair, and with the student concerned, an outline of the work that must be completed, including an estimate of the student’s grade standing for work already completed during the term. Work for the removal of the “I” must be completed prior to the LAST CLASS DAY in the next 16-week term immediately following except where course requirements mandate otherwise. Students completing course work to remove the “I” must do so outside the regular classroom setting. The grade will revert to an “F” on the official transcript if not removed by that time. A student will not be permitted to re-enroll in a course which he/she has an outstanding grade of “I” or for a class that has that course as a prerequisite.

In extraordinary circumstances, a deferred incomplete grade of “V” may be awarded when approved absences preclude satisfactory course completion by the end of the next 16-week term of enrollment.

• **Final Examinations**

Final examinations for both traditional and distance learning classes are held at the end of each term and must be taken at the scheduled time unless other arrangements are approved in advance by the appropriate division director or department head. Final exam schedules are printed in the Schedule of Classes and on the College website for each term. If a student is absent from a final examination because of an emergency, substantive illness, or other compelling reason, a late examination may be given.

• Grades

Grades are awarded in all college, vocational, and college prep courses, as well as in certain non-credit courses. Northwest Florida State College maintains permanent records for all students registering for courses; grade reports are provided approximately five days following the published date that grades are due in the Office of Enrollment Services for each term. A cumulative record of the student's grades appears on the transcript. Letter grades are assigned according to the following Grades Table.

Grade Point Average (GPA)

The student's permanent record also contains grade point average (GPA) calculations. The student's GPA is used in determining academic standing, graduation readiness, eligibility for the President's and Dean's Lists, and in other academically related decisions. In general, a GPA is computed as follows.

Total Grade Quality Points Earned
÷ Total Hours Pursued

Grade quality points are awarded as follows.

Grade	Grade Quality Points
A	4
B	3
C	2
D	1
F	0

Credit hours pursued is defined as those credits in which a grade of A-F has been awarded. Grades of S, P, U, I, V, N, W, and X, do not carry grade quality points. In general, credits for these grades do not count in hours pursued. However, in certain other circumstances, such as determination of repeat enrollments, and in computation of certain specialized GPA's, credits which carry these grades may be included in the GPA computation. An information sheet on calculating grade point average is available from the Office of Enrollment Services.

• Repeating Courses

Repeating a Course to Improve the Grade

If a student receives a grade of D, F, W, or U in a college credit, vocational credit, or college preparatory course, he/she may repeat the course to improve the grade. Students are

permitted a maximum of three enrollment attempts in such courses. A fourth attempt may be allowed only through an academic appeal process based on major extenuating circumstances. Any attempt to enroll in a course for a fourth attempt should be directed to either the Senior Vice President or the Associate Dean, Student Services/Registrar. On the third attempt, and any subsequent attempts, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw from the course or to repeat the course. If a course withdrawal (drop) is processed prior to the close of the schedule adjustment period, or if audit status is declared prior to the end of the schedule adjustment period, the enrollment will not count as one of the attempts. Normally, once a student has successfully completed a course (received a grade of A, B, C,) he/she will not be permitted to repeat the course. In certain special or compelling circumstances, it may be possible to re-enroll after successful completion, but advance written approval must be obtained from the Senior Vice President.

For any course repeated, whether at Northwest Florida State College or elsewhere, only credit from the last attempt will be used in the computation of the student's grade point average and for meeting program requirements. Repeating a course results in an adjusted grade point average; however, if a course is repeated after the student has earned his/her A.A. degree, the student's grade point average will not be changed or recomputed. Students should be aware that some private colleges and universities, as well as out-of-state institutions, may not accept the revised GPA or treat the repeated course in the same manner.

In certain circumstances, students may be allowed to repeat a course in which a satisfactory grade has already been earned. Such circumstances include, for example, teacher recertification, license renewal, and mandated professional development. Grades earned in this manner will not replace grades earned in prior enrollments but will appear on the transcript. Advance permission must be obtained from the Senior Vice President.

Per Florida statute, after the second attempt in a college preparatory course, college credit or vocational credit, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating and compelling circumstances, the full cost requirement may be appealed through the Office of Instructional Services or the Office of Enrollment Services. Students receiving financial aid or veterans benefits should consult with a financial aid advisor before repeating a course; benefits and aid may not be available for certain repeat enrollments.

(See Grades Table on Page 51)

Repeating A Course for Credit Toward Graduation

Certain courses, such as those in the fine and performing arts areas, physical education, and communications areas, may be repeated for credit toward graduation. The specific courses and the number of allowable repeat enrollments are provided in the course description section of this catalog. Only those courses designated as repeatable for credit fall into this category.

When a course is repeated under these circumstances, the full cost of instruction rule is not applicable until the maximum number of creditable repeats has been reached. All grades and credits associated with the allowable number of repeats will be considered in the student's GPA and will be considered in determining the credits for program completion. Once the maximum number of enrollments has been reached, additional enrollments will be treated as specified in the previous section on course repeats and may be subject to the full cost rule.

Repeating Non-credit Courses

Courses taken through Continuing Education, PRIME TIME, the Institute for Professional Development, Kids on Campus, or other similar non-academic or self-support instructional options are generally not subject to repeat rules. Enrollment in certain Adult Education courses, including ABE, GED, and ESOL offerings, may be subject to certain restrictions.

• Recognition of Academic Achievement

When the quality of a student's work is superior, the college is pleased to honor such work for students enrolled in all programs - Baccalaureate, Associate or Certificate programs through recognition as follows:

PRESIDENT'S LIST:

Any student with nine (9) or more college credits in the term and a term grade point average of 3.80 - 4.00 in college level courses is placed on the President's List.

DEAN'S LIST:

Any student with nine (9) or more college credits in the term and a term grade point average of 3.50 - 3.79 in college level courses is placed on the Dean's List.

At the time of graduation, a student's total academic record is reviewed to determine eligibility for recognition of outstanding academic achievement. If the student's cumulative grade point average for all college and vocational credit courses completed at Northwest Florida State College and at other prior institutions of higher education meets the standards, and if the student meets all other graduation requirements, he or she will be graduated with the appropriate level of recognition. The recognition will be posted on the diploma and the transcript. The levels of recognition for students enrolled in all programs - Baccalaureate, Associate or Certificate programs include:

Highest Honors:

Cumulative GPA of 4.00

High Honors:

Cumulative GPA of 3.80 - 3.99

Honors:

Cumulative GPA of 3.50 - 3.79

• Standards of Academic Progress

The college has set academic standards ranging from recognition of excellence for superior progress to discontinuance of enrollment for inadequate progress towards these standards. In determining academic progress, college credit and vocational credit are combined. The standards apply to full and part-time students. They apply to those students who are seeking a degree or award and those who are not. A student's cumulative grade-point averages (GPA) will include all work which is transferred from any previously attended institutions of higher education and not just selected

courses. For part-time college-credit students, the cumulative grade-point average will not be computed for sub-standard academic performance until the student has attempted a minimum of twelve (12) cumulative college credit hours and thereafter, will be computed every term in which the student is enrolled.

Good Standing:

A student is considered in academic good standing as long as the student maintains the appropriate cumulative grade-point average (GPA) specified in the following schedule for satisfactory academic progress. However, students who complete less than 50% of their attempted course work may be subject to additional advising requirements prior to future registration. Students on academic suspension are not considered to be in good standing:

Credit Hours Attempted	Minimum Required
0 - 11.99	N/A
12 - 24.99	1.50
25 & Over	2.00

Not in Academic Good Standing:

When students fail to achieve the schedule of credit hours with the appropriate cumulative GPA, the college may place certain restrictions on their future registrations and the courses for which they may enroll. The college will notify the students of their standing via a statement on the grade mailer. In order to return to "Academic Good Standing", a student must increase his/her cumulative grade point average for all work attempted to at least the level specified for "Academic Good Standing." Students "Not in Academic Good Standing" are encouraged to take advantage of the tutorial services offered in the Academic Success Center. There are three states of being while "Not in Academic Good Standing" and the following regulations apply to these states:

Academic Warning:

The first time students fail to achieve "Academic Good Standing" (after twelve [12] credits have been accumulated), they will be placed on "Academic Warning". They will be notified of this action and their records will be coded to reflect this status. Students who are placed into this status should meet with a counselor or academic advisor to determine what course of action will return them to "Academic Good Standing". This will probably include repeating certain courses in which the student was

unsuccessful or the timely scheduling of courses so as not to overtax the student's time available for academic requirements.

Academic Probation:

Students who are in the status of "Academic Warning" and fail to achieve "Academic Good Standing" at the end of that term, will be placed on "Academic Probation". They will be notified and their records will be coded to reflect this status. Students who are placed into this status should meet with a counselor or academic advisor to determine what course of action will return them to "Academic Good Standing." This will probably include repeating certain courses in which the student was unsuccessful or the timely scheduling of courses so as not to overtax the student's time available for academic requirements. The student has one term to return to "Academic Good Standing." Students who during this term achieve a term GPA of "C" will be continued in this status one more term; however, veteran students are ineligible for VA benefits beyond two consecutive terms if they are on academic warning/academic probation. Veteran students who are removed from VA benefits following the second term of their academic warning/academic probation period may be recertified for veteran benefits only after attaining the minimum required grade point average.

Academic Suspension:

Any student who has for one term been in the status of "Academic Probation" and has not attained a term GPA of "C" or better during that term shall be considered as not making satisfactory progress and may be suspended for a term. If the student is registered for credit courses in the next term, he/she may be administratively withdrawn from those courses and a refund will be processed for any tuition/fees paid for term. In this status, a student is eligible to register only for non-credit continuing education courses. After the terms of the suspension have been met, upon return to the college, the student will be placed on "Academic Probation" and subject to the regulations under that state.

Students may appeal the decision of "Academic Suspension" through the Admissions Committee. Contact the Office of Enrollment Services (729-5373) for details. If approved, the student will meet with a counselor

GRADE TABLES

ACADEMIC GRADE ¹	GENERAL MEANING	GRADE APPEARANCE ON ROSTER GRADE MAILER	GRADE APPEARANCE ON TRANSCRIPT	POINTS ASSIGNED PER CREDIT QUALITY PTS. ²	CREDIT COUNT TOWARD GRADUATION	DOES CREDIT TRANSFER? ³	CAN BE REPEATED TO IMPROVE GPA FOR GRADUATION? ⁴	DOES IT AFFECT CUMULATIVE GPA?	DOES IT COUNT AS "ATTEMPTED CREDITS" FOR STUDENTS' PROGRESS? ⁵
A	Excellent	A	A	4.0	Yes	Yes	No	Yes	Yes
AW ⁵	Administrative Withdrawal	AW	W	0.0	No	No	Yes	No	Yes
B	Good	B	B	3.0	Yes	Yes	No	Yes	Yes
C	Average	C	C	2.0	Yes	Yes	No	Yes	Yes
D	Poor/Passing	D	D	1.0	Yes ⁶	Sometimes	Yes	Yes	Yes
ES ¹⁸	Early Completion of Non-Credit	ES	S	0.0	No	No	No	No	No
F ⁷	Failure	F	F	0.0	No	No	Yes	Yes	Yes
FN ⁸	Failure Never Attended	FN	F	0.0	No	No	No	Yes	Yes
I ⁹	Incomplete	I	I	0.0	No	No	No	No	No
IP	In Progress	IP	IP	0.0	No	No	No	No	No
IW ¹⁰	Instructor Withdrawal	IW	W	0.0	No	No	Yes	No	Yes
NG	No Grade	NG	NG	0.0	No	No	Yes	No	Yes
P ¹¹	Passing	P	P	0.0	Yes	Yes	No	No	No
S ¹²	Satisfactory	S	S	0.0	No	No	No	No	No
U ¹²	Unsatisfactory	U	U	0.0	No	No	No	No	No
V ¹³	Deferred Incomplete	V	V	0.0	No	No	No	No	No
W ¹⁴	Withdrew	W	W	0.0	No	No	Yes	No	Yes
WF ¹⁵	Withdrew Failing	WF	F	0.0	No	No	Yes	Yes	Yes
WN ¹⁶	Withdrew Never Attended	WN	W	0.0	No	No	Yes	Yes	Yes
X ¹⁷	Audit	X	X	0.0	No	No	Yes	No	No
XC ¹⁸	Changed to Audit	XC	X	0.0	No	No	No	No	No

* Standards of Academic Progress listed for this column may not reflect Financial Aid Standards of Academic Progress used to determine a student's eligibility to receive aid. Students should check with the Office of Financial Aid for more information.

- Final grades are based upon daily work, special reports, research papers, laboratory and fieldwork, tests, and final examinations.
- Grade points are assigned as listed for all college credit classes. Grades earned through college preparatory courses are not used in grade point calculations.
- Upon written request, transcripts will be furnished without charge.
- Courses with final grades of P, or C or higher, cannot be repeated for credit or to improve one's GPA without permission of the Vice President for Instruction or if so designated as a repeatable course in the Catalog course description. Beginning Fall Semester 1997, Florida Statutes may impact the fees/tuition you will be charged for classes you repeat. (See page 39 of the Catalog for more information.)
- AW grades appear only on the grade roster and/or student mailer and are a result of an administratively initiated or approved withdrawal (e.g. withdrawal for non-payment of fees, withdrawal for disciplinary action, or by the Vice President for Instruction approved withdrawal after the end of the "last day to withdraw with a W grade" period.) AW grades "convert" to W grades on the official transcript.
- D grades DO NOT count towards graduation under the Associate of Arts and Associate of Science degrees for English, mathematics, humanities or Gordon Rule social science general education requirements.
- F grades can either be earned, assigned by an instructor for non-attendance, or if a student withdraws past the advertised "last day to withdraw with a W grade" each semester/term an F grade will be assigned and appear on the official transcript.
- FN grades appear only on the grade roster and/or student mailer and are a result of an instructor withdrawal due to non attendance on a third or subsequent attempt. The FN grades "convert" to F grades on the official transcript.
- I grades may be awarded only by mutual agreement between the student and the instructor. An I grade will become an academic F if course requirements are not completed by the end of the next sixteen-week semester.
- IW grades appear on the grade roster and/or student mailer and are a result of an Instructor Withdrawal from a course after the end of the "drop/add period" and before the advertised "last day to withdraw with a W grade" period each semester/term due to excessive absences. (See page 28 of the Catalog for more information.) IW grades "convert" to W grades on the official transcript.
- Credits earned by examination such as Advanced Placement (AP) and International Baccalaureate (IB), College Examination (CLEP), and the Institutional Course Challenge Examination Option show a grade of P. These credits or scores are not included in these calculations of grade point averages. They count as credits toward graduation and are counted as meeting certain course requirements.
- Assigned in non-credit courses.
- V (Deferred Incomplete) grades must be approved by the Senior Vice President and are assigned only for approved extended absences beyond the normal Incomplete time frame (i.e. military deployments, serious illness.)
- W grades are received if a student withdraws from a course after the end of the "drop/add period" and before the advertised "last day to withdraw with a W grade" period each semester/term.
- WF grades appear only on the grade roster and/or student mailer and are a result of a late withdrawal by the student after the advertised "last day to withdraw with a W grade" period each semester/term. The WF grades "convert" to F grades on the official transcript.
- WN grades appear only on the grade roster and/or student mailer and are a result of an Instructor withdrawal due to non attendance. The WN grades "convert" to W grades on the official transcript.
- Not to be assigned by instructor. A student may elect to audit a course at registration, before drop/add ends, or until the advertised deadline each semester (usually around mid-term.) If a student registers as an audit before the end of the drop/add period, the course will NOT count as an attempt toward full cost of instruction/repeat rules. If the student changes to audit status after the "drop/add period", the course WILL count as an attempt toward full cost of instruction/repeat rules.
- Not to be assigned by instructor. A student may elect to change to audit after the end of the advertised drop/add period. An XC will count as an attempt toward full cost of instruction/repeat rules. XC grades "convert" to X on the official transcript.
- ES grades appear only on the grade roster and are a result of early successful completion of a non-credit Adult Education course. The ES grades will "convert" to a S grades on the official college record.

Standards of Academic Progress (continued)

or an academic advisor to determine what course of action will return them to “Academic Good Standing”, and the student will be placed on “Academic Probation” and subject to the regulations under that state.

Academic History: Grade Relief Option

A student who has been unsuccessful academically (i.e. grades of “D’s” and “F’s”) and whose credits are ten or more years old may seek relief from the effect of those credits on his/her grade point average at NWF State College by submitting a written request to the Senior Vice President. If the request is granted, it will apply to all credits and grades earned prior to the date specified, and the student will not be permitted to count any of those credits toward graduation or program completion. The courses and grades will remain on the student’s permanent record (transcript), but will not be considered in grade point average computations at the College.

A student requesting this option should be aware that the relief may not be honored by other colleges and universities; other institutions may continue to consider the older credits and grades in evaluating the student’s work. Relief through this process does not excuse the student from restrictions related to repeating courses or from compliance with other applicable college policies.

Credit by Alternative Means of Study

The NWF State College will award credit for certain types of non-traditional study or credits earned through alternative means of study. No more than 45 alternative study credits may be earned toward graduation in an A.A., A.A.S. or A.S. degree program; no more than 75% of the credits in a certificate or baccalaureate program may be earned by alternate study. Alternative study methods covered under these limits include: Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Excelsior College, Military Service School Credits, Correspondence Credits, the NWF State College’s Course Challenge Exam Option, and Credits through Prior Learning Assessment. Credits for accelerated mechanisms defined

under Florida rules and regulations will be awarded in accordance with Florida Administrative Code FAC 6A-10 and the Articulation Coordinating Committee Credit-by-Exam equivalents effective August 2006.

(AP) Advanced Placement Credits:

Northwest Florida State College participates in the Advanced Placement Program conducted by the College Board. Advanced Placement Tests may be taken at participating high schools or centers. Upon receipt of official score reports from the College Board, college credits will be awarded as determined by the Registrar under guidelines established by the State Board of Education. Scores of 3, 4, and 5 will be accepted for credit. No credit will be allowed for scores of 1 or 2.

(CLEP) College Level Examination Program:

College credits may be earned through the successful completion of general and subject level examinations. A 50th percentile score is required for credit. Upon receipt of official score reports from the College Board, specific courses in which credit may be awarded is determined by the Registrar under guidelines established by the State Board of Education.

(IB) International Baccalaureate:

Students may receive up to 30 college credits for International Baccalaureate (IB) Program higher level and subsidiary level examinations. Upon receipt of an official score report college credit will be awarded as determined by the Registrar under guidelines established by the State Board of Education.

DANTES/DSST:

Northwest Florida State College will award credit through the DANTES Standardized Subject Tests (DSST) upon receipt of an official score report, as determined by the Registrar under the guidelines established by the State Board of Education.

Excelsior College (formerly Regents or PEP):

Northwest Florida State College will award credit through the Excelsior College exam program upon receipt of an official score report, as determined by the Registrar under the guidelines established by the State Board of Education.

Cambridge (AICE) A-Level Exams:

Northwest Florida State College will award credit through the AICE program

upon receipt of an official score report, as determined by the Registrar under the guidelines established by the State Board of Education.

Course Challenge Examination Option (Comprehensive Examination for Credit):

Eligible students may earn credit in designated vocational and college credit courses through successful completion of the College’s Course Challenge Examination. The comprehensive examination is intended to verify skills and knowledge acquired through prior learning experiences and is available for designated courses. Normally this examination is not available for credit in courses for which a CLEP examination is available; the challenge exam option is not available for college preparatory instruction or most general education courses; and is intended for degree-seeking students that have accumulated a minimum of fifteen (15) hours in residence with NWF State College. (Dual enrolled students are not considered degree-seeking.) To be eligible for a course challenge exam, the student:

- must be currently or previously enrolled at the NWF State College;
- must be in good academic standing at the NWF State College;
- must be otherwise eligible for enrollment in the course (e.g. have met placement and pre-requisite standards, be within the allowable number of course attempts);
- must not be currently enrolled in the course;
- must not previously have received a grade in the course (except “W”);
- must not have been enrolled in the course for at least one full term previous to the request term;
- must not previously have attempted to challenge the course;
- must have completed the appropriate request forms, obtained the appropriate approvals, and paid the established fee.

If the student passes the examination, he/she will receive full credit for the course with a transcript grade of “P”; if the student fails the exam, no grade will be recorded on the transcript. Credits will be withheld from the transcript until or unless the student meets NWF State College’s residency requirement.

• **Articulation of Vocational Courses/Credits**

For students who meet certain requirements, the College may award credit for certain types of non-traditional study such as Tech Prep, High School Career Academy Courses and Certifications, Certified Professional Secretary Exam, Child Development Associate Certification, Licensed Practical Nurse (LPN) Bridge, Fire Science Training, External PSAV to PSV or Internal PSAV to PSV agreements, or other such agreements as established by the College Curriculum Committee.

Credits awarded through these means will be documented on the College Articulation Analysis form, which will reside in the student's permanent file in Enrollment Services. Credits received through these methods may not be transferable or applicable to the A.A. degree.

Students who complete a diploma or certificate from a vocational or technical school at less than the college level may receive credit toward partial completion of a related technical program at the College. Credit is awarded based upon the nature of the training, current skill levels, and relationship to College program standards. The amount of credit awarded will depend upon established articulation agreements, skill assessment and departmental recommendations. Students receiving credit under this option must complete credits in residence at Northwest Florida State College, per established agreements, before the alternate credits will appear on the student's permanent record (transcript). Additional minimum grade or course requirements, as well as demonstration of competencies may also be required.

Students who complete a vocational school certificate program, which is contained in an approved articulation agreement with the College, will receive credit toward completion of a related technical program at the college per the details of the agreement. Credits received in this manner may not be transferable to upper division schools nor be applicable to the A.A. degree.

Students who complete a vocational credit certificate at NWF State College may receive credit toward partial completion of a related technical

program at the college according to the credit/ competency equivalents established by the College Curriculum Committee.

Final decisions regarding the award of credits and the recording of credits on the student's transcript rest with the Associate Dean, Student Services/ College Registrar.

• **Credits for Armed Services Schools and Military Training**

Credits resulting from classroom-type instruction (i.e., excluding on-the-job training and correspondence-type courses) at U.S. Air Force, Army, Coast Guard, Marine or Naval Schools will be evaluated as stated on the official transcripts issued by the Community College of the Air Force (CCAF), the Sailor/Marine/ ACE Registry Transcript (SMART), the Army/American Council on Education Registry Transcript System (AARTS) or the Military Education Transcript from the Coast Guard Institute. Credits for occupational and vocational technical courses may apply toward an A.A.S., A.S. degree or Technical Certificate. Credits received in this manner may not be transferable nor be applicable to the B.A.S. or A.A. degree. CLEP and DANTES credits will be evaluated by the Registrar in keeping with the state of Florida Articulation Agreement between community colleges and universities, upon receipt of official score reports from the College Board. Four (4) credits in Physical Education are awarded for basic military training as certified on the DD214 military form or from the military transcripts (CCAF, SMART, AARTS, Coast Guard) listed above.

• **Servicemembers Opportunity College**

Northwest Florida State College subscribes to the principles of the Servicemembers Opportunity College. Active-duty personnel stationed at Eglin Air Force Base and Hurlburt Field who have earned a minimum of 15 approved degree credits from the College may transfer other approved credits back to the College from any accredited college or university to be applied toward the associate degree. Interested personnel should consult with Northwest Florida State College's educational advisor in the college's on-base office or with their Education Services Officer for complete details regarding the SOC.

• **Distance Learning**

Northwest Florida State College offers students the convenience and flexibility of earning course credits through various forms of distance learning. Through a creative mix of textbooks, online classrooms, study guides, written assignments, exams, e-mail, and ongoing communications with faculty, students may take control of their own education by working and learning at times and places convenient to them. Distance classes carry the same course numbers and credits as their traditional counterparts and appear on the student's transcript just as any other course does; there is no designator identifying a course as distance. Credits earned through distance learning are transferable and are applicable to graduation requirements in the same manner as traditional classes as well. A schedule of distance learning classes can be found on the College's Distance Learning website (<http://distancelearning.nwfstatecollege.edu>).

• **Distance Learning Courses**

Both general education and elective courses are offered as distance learning. Selected business, computer science, drafting, biological sciences, allied health, education, mathematics, and natural and social science courses, as well as general education courses, such as English Composition I and II, Art Appreciation, and American Government, are offered in various delivery formats. Selected upper division nursing and business courses are also available to students pursuing the Bachelor of Science in Nursing and Bachelor of Applied Science in Project Management programs. All College distance learning courses are taught by faculty who hold credentials in the relevant subject matter. The majority are full-time faculty who also teach traditional classes and whom distance students can contact or visit during office hours. Students choose courses designed in the following instructional delivery methods:

• **E-Learning**

- Online, web-based instruction uses Desire2Learn to deliver its online classes.
- E-mail instruction. Class materials may be posted on the instructor's website or delivered via e-mail.

• **Mixed Media Instruction**

- Mixed media, text-based classes
- Mixed media, text-based classes with e-mail support
- Mixed media, text-based classes with online instructional support options

• **Distance Learning Orientation**

Enrollment in a distance learning course carries a companion requirement for the student to complete an in-person class orientation session at the Niceville campus. Orientation sessions are customized for each course distance learning course, and students are required to attend or to contact the instructor in advance to make alternate arrangements. Orientation sessions contain crucial information, such as whether or not the course is self-paced, how to submit assignments, grading requirements, testing arrangements, and strategies for improving student success. In addition, instructors provide course handouts at orientations. Orientation sessions also provide not only the opportunity for students to meet other individuals enrolling in the same class, but also to evaluate enrollment in classes they might consider taking in the future.

Institutional research has demonstrated that these orientation sessions are a considerable factor in the positive success rates of students participating in distance classes. Information about orientation scheduling is provided on the College Distance Learning website <http://distancelearning.nwfstatecollege.edu>.

• **Distance Learning Support Services**

NWF State College is committed to offering students the same quality of education through distance learning as it offers in the classroom. To that end, distance students have full access to college services at all locations. Distance students may use on-campus resources, such as the Academic Success Center, the JOBS Center, advising services and computer labs. Many other services, such as library resources and databases, "Ask-a-Librarian," interlibrary loans, enrollment and fee payment services, financial aid applications, request forms for unofficial transcripts and grades, and ASK (a listing of remedial and supplemental resources is available at the College) are all available both at locations and online at www.nwfstatecollege.edu. In addition,

most distance learning faculty members maintain websites with syllabi and other resources for specific courses; these websites can be accessed from the Departments link on the college website www.nwfstatecollege.edu.

Distance learning courses are subject to the same rules as traditional, in-class courses for refunds, prerequisites, placement, withdrawal, repeat rules, grading, and other academic policies. Depending on student eligibility, financial assistance is generally available for distance learning courses in the same manner as it is for traditional courses.

For more information, contact the Learning Technologies/Distance Learning Office at (850) 729-6464 or consult the College website at www.nwfstatecollege.edu. The specific area for distance learning can be found at <http://distancelearning.nwfstatecollege.edu>.

• **College Preparatory Instruction**

College preparatory courses are provided for high school graduates who are identified as needing additional academic background or refresher work in computation and/or communications skills before pursuit of college credit courses. These courses provide competency-based instruction in the areas of reading, English/writing, and mathematics. College prep courses do not apply toward B.A.S., A.A., A.S., A.A.S., A.T.D. or certificate program requirements, but may meet prerequisites for continued pursuit of college credit courses.

Required Enrollment in College Prep Courses

Students whose entry level placement scores are below the levels specified in Florida Administrative Code are required to enroll in the appropriate college prep courses before attempting college credit work in those areas. Students whose placement scores fall below the minimum in the computation area must satisfy the appropriate college preparatory mathematics requirement prior to enrollment in any college credit mathematics course or in any college credit course for which a college credit math course is a prerequisite. Students whose placement scores fall below the minimum in the English area must satisfy the appropriate college prep English requirement prior to enrollment in any college credit English or Gordon Rule writing courses. (Refer to "Entry-

Level Testing" on page 10 of the Admissions Section of this catalog.)

Students that are required to enroll in preparatory instruction based on placement testing must meet with an advisor or counselor prior to their first term of enrollment at the college. Once the college preparatory requirement is satisfied, the student may progress to college credit courses in the subject area. Successful completion of the college preparatory requirement is defined as: a) a grade of "C" or higher in each required college prep course and b) attainment of a passing score on each required college prep exit examination (see page 55). A student may also progress to college credit work if he/she demonstrates a satisfactory placement exam score in the appropriate subject area.

Full-time degree-seeking students must begin prep instruction in their first term of enrollment as a degree-seeker and continue in the appropriate college prep sequence until they have successfully satisfied all preparatory requirements. Part-time students who have accumulated twelve (12) or more credits must begin their college prep courses and continue in the appropriate college prep sequence until they have satisfied all prep requirements. Once required to begin college prep instruction, the student must enroll in at least one college prep course each term of enrollment until the prep requirement is satisfied. In certain circumstances, attainment of the appropriate placement score may be sufficient to permit the student to progress to college credit courses.

Students enrolled in college prep courses may, at the same time, take college credit courses for which they are qualified. In this manner, a student may begin earning credits that apply toward his/her program of study while completing college prep requirements.

Non-degree seeking students, who have successfully completed appropriate college credit course work in English, mathematics, and/or reading, and students who have already completed an A.A. or higher level degree may be excused from college preparatory instruction. In such cases, official verification of previous course work or degree is required.

Required Enrollment for College Preparatory Students in Credit Student Development Classes

Several courses focusing on college and personal success strategies are

• College Preparatory Instruction (continued)

offered throughout the college year. These credit courses can be used as an elective in most degree programs. SLS 1101 is a required course for all students enrolled in the first level of preparatory instruction of reading, mathematics or English, or for any student that is required to take any two or more preparatory courses regardless of the level. Students whose entry level placement scores in either the mathematics, English or reading sub-test of the FCPT place them in the first level of instruction in mathematics, reading and/or English or for any student that is required to take any two or more preparatory courses regardless of the level must take SLS 1101 during their first term of enrollment.

Alternatives for Traditional College Preparatory Instruction

Florida law requires that all students whose placement test scores indicate the need for remediation be given the opportunity to satisfy the remediation requirement through traditional college preparatory instruction or through alternate instructional options. Examples of alternate options include independent study, non-credit courses, and instruction through other colleges and private providers. Students who elect to pursue an alternate option may enroll in up to twelve credits of other college courses. To continue enrollment after completion of twelve credits, the student must 1) retake the FCPT and demonstrate an appropriate cut-off score, 2) provide official transcripts showing successful completion of an equivalent college preparatory course at another accredited institution, or 3) enroll in traditional college preparatory course(s) at Northwest Florida State College.

Students who elect to pursue one of the alternate options must meet with an advisor prior to registration discuss the impact of the choice on his/her degree progress. In addition, student should be aware of the following:

- The College can certify and recommend only those instructional options offered through Northwest Florida State College and does not endorse, recommend, evaluate or rank any other providers or alternative.
- Students who pursue options other than college preparatory classes must retake and pass the college

placement test before advancing to college courses.

- Students who are receiving financial aid, military tuition assistance, or VA benefits should consult with the financial aid office regarding the impact of alternate options on their benefits.

College Preparatory Exit Examination

Beginning with the Fall 1998 Term, Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college prep course sequence in which he/she is required to enroll. Accordingly, an exit examination will be administered in each prep subject area in coordination with the final course in the college prep English, mathematics, and reading sequences. In order to proceed into college credit course work in the subject area, a student must successfully complete both the college prep course and the appropriate exit examination.

Elective Enrollment in College Prep Courses

Students whose placement scores are above the established minimum level may still enroll in college preparatory courses if such enrollment would enhance future academic success. Many students find the courses an excellent way to refresh skills learned in the past. However, as college prep courses do not apply toward program completion, students are advised to enroll in prep courses only after very careful consideration. Students receiving financial aid or veterans benefits should consult with an advisor prior to enrolling in college prep courses in these circumstances.

Repeat Enrollments/Attempts in College Preparatory Courses

Per Florida Statute, a student is eligible for no more than three attempts to successfully complete a given college preparatory course. All official enrollments after summer of 1997 are considered attempts, regardless of the grade received. However, if a withdrawal is processed prior to the close of the Drop/Add period, or if audit status is granted prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt. Students may not audit a college prep course unless advance approval is granted through the Office of Instructional Services. If a student receives a grade of D, F, W, X, or U in a college preparatory course, he/she may repeat the course to improve the grade and meet prep requirements. On

the third attempt, however, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw or to re-enroll. The prohibition for re-enrollment extends to any public postsecondary institution in Florida.

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a private postsecondary institution. Students not eligible to re-enroll in a given college prep course may, however, continue enrollment at the College in other prep courses, or in other courses for which they are eligible. In the latter case, an appeal through the Office of Instructional Services may be necessary to continue enrollment. College prep students should work closely with an advisor to determine the best plan under such circumstances.

Florida Statutes also mandate that after the second attempt in a given college preparatory course, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating circumstances, an exception to the full cost requirement may be granted. Exceptions must be appealed through the Office of Instructional Services or the Office of Enrollment Services prior to registration. Financial Aid will only pay for no more than thirty (30) credit hours of college preparatory coursework.

Alternatives for Students No Longer Eligible for College Prep Enrollment

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a postsecondary institution.

NWF State College is committed to student success and has developed several strategies for students in this circumstance. The student should work closely with an advisor to identify

• College Preparatory Instruction (continued)

alternatives for which he/she is eligible and to develop a plan for continued study. These strategies are also appropriate for an individual who is subject to the full cost requirement and is unable to afford the increased cost of enrollment.

1. The student may continue enrollment in other appropriate college prep courses, or continue enrollment in other appropriate college prep and college credit courses and pursue one of or a combination of the following strategies. After an appropriate skill-building effort, the student may then retake the placement exam.
 - Enroll in an appropriate alternate college prep course in the subject area
 - Enroll in an adult basic education class(es) to build skills in the given area
 - Pursue individualized study in the Academic Success Center and/or Math Lab to build skills in the given area
 - Work with a College tutor to build skills in the given area
 - Enroll in a College non-credit basic skill refresher course in the given subject/skill area
 - Attend a Skill Refresher Workshop(s) in the given subject/skill area
2. The student may consider a revised program of study which does not carry a college preparatory requirement. The College offers several college credit and vocational credit certificates for which placement testing and college prep instruction are not applicable. Students pursuing an A.S. degree may wish to change to a companion college credit certificate which offers the technical skills needed for employment. After completion of the certificate courses, the student may acquire sufficient skills to perform better on the placement examination and eventually progress to an associate degree program of study. See the “Certificates” section of this catalog.
3. The student may temporarily “stop-out” of credit courses, concentrate on skill development, through his/her own resources, then retake the placement examination.

4. The student may enroll in an equivalent or higher level course in the subject area at a postsecondary institution. Upon successful completion of that course work, the student may transfer the course back to NWF State College and/or re-take the placement exam. Students wishing to pursue this option should work closely with an advisor to be sure the alternate course(s) selected will satisfy the prep requirement. Ideally, the student should submit a transient study form and secure advance approval. Depending on the nature and level of the transfer course, the student may still need to demonstrate minimum skills through the placement exam.

• English Course Sequence

Students with FCPT English scores greater than or equal to 83 and less than 92 are advised to enroll in LIN 1670 Writing and Grammar. LIN 1670 is a college credit course that serves as a prerequisite to other higher level college credit English courses. LIN 1670 may be used as an elective, but does not meet Gordon Rule requirements for B.A.S., A.A., or A.S. transfer students. LIN 1670 may be used to meet general education requirements by non-transfer A.A.S. students.

Students with FCPT English scores of 92 or higher may enroll in ENC 1101 English Composition I. Students with FCPT English placement scores of less than 83 must enroll in college preparatory courses as prerequisite to enrolling in any college credit English or humanities courses.

• Mathematics Course Sequence

Students who score below 50 on the algebra subtest of the FCPT must take the arithmetic subtest to determine if they should be placed in MAT 0002A College Preparatory Math. Students scoring below an 83 on the arithmetic subtest are advised to take MAT 0002A before taking MAT 0024 College Preparatory Algebra. Students scoring an 83 or higher on the arithmetic subtest are advised to take MAT 0024 as a prerequisite to enrolling in college credit mathematics courses.

Students with FCPT math scores greater than or equal to 72 and less than 90 must enroll in MAT 1033A Intermediate Algebra. MAT 1033A is a college credit course that serves as a prerequisite to other higher level

college credit math courses. MAT 1033A may be used as an elective, but does not meet Gordon Rule requirements for B.A.S., A.A. or A.S. transfer students.

MAT 1033A Intermediate Algebra, and MTB 1103 Business Mathematics, may be used to meet general education requirements only for some non-transfer A.A.S. Programs. (See page 92.)

Students with FCPT math scores greater than or equal to 90 should consult with an advisor to determine the mathematics courses most appropriate for their background and program of study.

• Reading Course Sequence

Students with FCPT reading scores of less than 83 must enroll in college preparatory reading courses. Students with FCPT reading scores of 83 or higher may enroll in any college credit reading course.

• College Level Academic Skills Test (CLAST)

The CLAST tests communication and computation skills judged by state university and community college faculty to be associated with successful performance in higher education. The test is administered to students seeking a Bachelor of Applied Science or Associate of Arts degree, those seeking the Associate in Science Degree and who are seeking admission to upper division programs in state universities in Florida, as well as to university students. It is required by Florida Statutes and by Administrative Rules of the State Board of Education. In order to receive an Associate of Arts degree, or be classified as an upper division university student, a student must either pass all subtests of the CLAST, be granted a waiver, or be exempt from the testing requirement under the CLAST Alternative rule (see CLAST Alternative). A student may register for CLAST upon completion of 18 college credit hours under the conditions listed below:

First Time Test Takers:

Communications:

Students will be eligible to register for the Essay, Reading, and English Language Skills subtests when they have successfully completed or are currently enrolled in ENC 1102 English Composition II.

• College Level Academic Skills Test (CLAST) (continued)

Mathematics:

Student will be eligible to register for Mathematics subtest when they have successfully completed six hours of Gordon Rule math courses or when they are enrolled in their second Gordon Rule course.

Retesting:

Communications and Mathematics: Successful completion of the appropriate CLAST review course or pre-approved equivalent supervised review program is required prior to retesting. The actual requirements will be determined on an individual basis by representatives from the math and communications departments. Individual prescriptions for preparation will be written for each student who wishes to prepare for retesting.

Effective for any term beginning after August 1, 1984, the State Board of Education established minimum CLAST score standards for the award of the Associate in Arts degree and admission to upper division status in state universities in Florida. Beginning October 1, 1992, the following minimum scores were established; Reading 295, Writing 295, Mathematics 295, and Essay 6.

Waiver:

Students who have taken any of the four (4) subtests of the CLAST at least four (4) times and have not earned a passing score on the subtest but have otherwise earned a minimum grade point average of 2.0 in all college credit courses in that same subject area and met the requirements defined in Rule 6A 10.030, FAC., for that area may appeal to the CLAST Waiver Committee for a waiver from that subtest. In considering a request for a waiver from any subtest, the CLAST Waiver Committee shall determine whether the student has demonstrated sufficient effort to pass the subtest and has satisfactorily completed remediation studies related to the failed subtest.

Students with a documented learning disability may request a waiver of one or more sections of the CLAST, depending on their disability. All requests must be submitted in writing, along with verification of the learning disability, to the Senior Vice President.

The Office of Student Services on the Niceville Campus and the counselors/advisors at all other locations provide information on how and when to apply to take the CLAST. The Senior Vice President can provide a list of CLAST skills and identify where the communication and computation skills are taught in the curriculum.

• CLAST Alternative

Florida Administrative Code (F.A.C. Rule 6A-10.0311), which was passed by the State Board of Education October 21, 1997, allows a student to be exempt from selected CLAST subtests under the following circumstances:

1. Students who have earned a grade point average of 2.5 or above in selected postsecondary level courses shall be exempt from one or more sections of CLAST as follows:
 - To exempt the English Language Skills, Reading and Essay sections of CLAST, the student must have earned a 2.5 grade point average in ENC 1101 and ENC 1102.
 - To exempt the Computation section of the CLAST, the student must have earned a 2.5 grade point average in two (2) Gordon Rule general education mathematics courses listed on page 80.
2. Students who have earned the following score(s) on either the Scholastic Achievement Test (SAT-I), or the American College Testing Program (ACT) shall be exempt from one or more sections of CLAST as follows:
 - To exempt the English Language Skills, and Essay sections of CLAST, the student must have a score of 500 on the SAT-I or a 21 on the ACT English examination.
 - To exempt the Reading Section of the CLAST, the student must have a score of 500 on the SAT-I or a 22 on the ACT reading examination.
 - To exempt the Computation section of the CLAST, the student must have a score of 500 on SAT-I or a 21 on the ACT mathematics examination.

• CLAST Dates

The paper-pencil CLAST test will be given on the times listed below. Notices regarding CLAST application deadlines are published in the College Calendar, the Schedule of Classes each term, the College's News You Can Use, and on the college website.

Test Date	Deadline to Register
10/04/2008	09/05/2008
02/21/2009	01/23/2009
06/06/2009	05/08/2009

CLAST Computer-Adaptive-Testing (CAT) is administered daily. Contact 729-6922 for more information.

• Test of Adult Basic Education (TABE)

The TABE Test is required for students enrolling in most vocational credit certificate programs (PSAV) and is administered at the Niceville campus. Students who are registered to take the TABE test for programs other than Northwest Florida State College programs, should contact the Testing Center at 729-6922 regarding test administration dates and times. There is a \$15 testing fee for individuals who take the TABE test for non-NWF State College programs.

• Graduation Requirements

General requirements for graduation from Northwest Florida State College must be met by all students seeking a degree or certificate without regard to the specific degree/certificate to be awarded. Final responsibility for all graduation requirements rests with the student. If the student is in doubt about course, program, or college requirements, he/she should contact an advisor for clarification and guidance. During the next to last term of enrollment, the student should contact an advisor or the Office of Enrollment Services to ensure all graduation requirements can be met as expected.

Effective Catalog Policy

Students who maintain continuous enrollment by completing at least one college preparatory, college credit or vocational credit course each academic year beginning with the student's first term of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed, provided

• Graduation Requirements (continued)

no more than five academic years have elapsed since the student's first term of enrollment in the program. If the continuous enrollment requirement is not met or if the time period exceeds five academic years, the student must comply with the catalog in effect at the time of re-admittance or the catalog in effect at the time of graduation. Requests for exception to this policy may be submitted in writing through the Associate Dean, Student Services/Registrar to the Senior Vice President.

Graduation Requirements for All Degrees and Certificates

Students seeking a Bachelor of Applied Science, Bachelor of Science, Associate of Arts, Associate of Science or Associate of Applied Science Degree or a Technical Certificate (Applied Technology Diploma, College Credit Certificate or Career and Technical or Vocational Credit Certificate) must meet all of the following graduation requirements:

1. Complete the requirements as specified in the program of study from which the student wishes to graduate, as well as satisfy any other applicable state or college requirements.
2. Complete at least 25% of the coursework towards the program of study from which the student wishes to graduate in residence at Northwest Florida State College. Normally these credits will be completed in the final term of enrollment.
3. Satisfy all outstanding obligations, financial or otherwise, to the college.
4. Complete all applicable admissions requirements.
5. Make application for graduation by the deadlines established.

Additional Graduation Requirements for the Bachelor of Science in Education Degree

In addition to the general college graduation requirements, students seeking the Bachelor of Science in Education degree must also meet the following requirements:

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWF State College.

2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at Northwest Florida State College or by transfer.
3. Earn a minimum grade ("C") in all upper division course work.
4. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").
6. Successfully complete the Florida foreign language requirement.
7. Satisfy the College Level Academic Skills Test (CLAST) requirement.
8. Passing scores on the three Florida Teacher Certification Examinations: General Knowledge, Professional Education and appropriated Subject Area.
9. Complete at least thirty (30) program credits of upper division course work in residence at Northwest Florida State College.
10. Successfully complete at least forty (40) credits of approved upper division course work in the major.
11. Complete a minimum of one hundred and twenty (120) college credits applicable toward the B.S. Degree.

Additional Graduation Requirements for the Bachelor of Science in Nursing (BSN) Degree

In addition to the general college graduation requirements, students seeking the Bachelor of Science in Nursing (BSN) degree must also meet the following requirements:

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWF State College.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at Northwest Florida State College or by transfer.
3. Earn a minimum grade ("C") in all upper division course work.
4. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").
6. Successfully complete the Florida foreign language requirement.
7. Satisfy the College Level Academic Skills Test (CLAST) requirement.
8. Complete at least 25% of the coursework towards the degree and 50% of the upper division program course work (not to include portfolio assessment) in residence at Northwest Florida State College. Normally these credits will be completed in the final term of enrollment.
10. Successfully complete at least forty-four (44) credits of approved upper division course work in the major.
11. Complete a minimum of one hundred and twenty (120) college credits applicable toward the B.S.N. Degree.

Additional Graduation Requirements for the Bachelor of Applied Science Degree

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWF State College.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at Northwest Florida State College or by transfer.
3. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").
4. Successfully complete the Florida foreign language requirement.
5. Satisfy the College Level Academic Skills Test (CLAST) requirement.
6. Complete at least thirty (30) program credits in residence at the College. Normally these credits will be completed in the final term of enrollment.
7. Successfully complete at least forty (40) credits of approved upper division coursework in the major.
8. Complete a minimum of one hundred and twenty (120) college credits applicable toward the B.A.S. Degree.

• Graduation Requirements (continued)

Additional Graduation Requirements for the Associate of Arts Degree

In addition to the general college graduation requirements, students seeking the Associate of Arts degree must also meet the following requirements.

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWF State College.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at Northwest Florida State College or by transfer.
3. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades (“C”).
4. Satisfy the College Level Academic Skills Test (CLAST) requirement.
5. Complete at least fifteen (15) credits in residence at the College. Normally these credits will be completed in the final term of enrollment.
6. Complete a minimum of sixty (60) college credits applicable toward the A.A. Degree.

Additional Requirements for the Associate of Science Degree

In addition to the general college graduation requirements, students seeking the Associate of Science degree must also meet the following requirements.

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWF State College.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at Northwest Florida State College or by transfer.
3. Complete A.S. General Education requirements, including all Gordon Rule course requirements with minimum grades (“C”).
4. Complete at least fifteen (15) credits in residence at the College. Normally these credits will be completed in the final term of enrollment.

5. Complete at least fifteen (15) program credits at the College from the core or technical area of the degree, unless there is an established articulation agreement.

Additional Requirements for the Associate of Applied Science Degree

In addition to the general college graduation requirements, students seeking the Associate of Applied Science degree must also meet the following requirements.

1. Maintain a cumulative grade point average of not less than 2.00 in all college credit course work pursued for the degree.
2. Maintain a cumulative grade point average of not less than 2.00 in all college credit course work pursued at Northwest Florida State College, unless an exception is granted by formal appeal to the Office of Instructional Services.
3. Complete the A.A.S. General Education requirements as appropriate.
4. Complete at least fifteen (15) program credits in residence at the College. Normally these credits will be completed in the final term of enrollment.
5. Complete at least fifteen (15) program credits at the College from the core or technical area of the degree, unless there is an established articulation agreement.

Additional Requirements for Applied Technology Diploma and College and Career and Technical or Vocational Credit Certificates

In addition to the general college graduation requirements, students must also meet the following requirements.

1. Maintain a cumulative grade point average of not less than 2.00 in all coursework pursued for the certificate or diploma.
2. Complete at least 25% of the certificate or diploma course work in residence at Northwest Florida State College. Normally these credits will be completed in the final term of enrollment.
3. For the career and technical or vocational certificate only, meet the basic communications, reading, and mathematics skill levels specified for the program of study by the State of Florida.

Graduation Check

Contact your advisor or counselor by mid-term of the term prior to the one in which graduation is anticipated to schedule an appointment to have your records checked.

Diplomas

Diplomas are mailed 6-8 weeks after the close of each term to the address on the graduation application.