

**NORTHWEST FLORIDA STATE COLLEGE
BOARD OF TRUSTEES**

Regular Meeting
April 19, 2022, 3:05 p.m.

Northwest Florida State College
Building 41, Room 126
Fort Walton Beach Campus

Regular Business Meeting

- I. Call to Order
- II. Approval of Agenda
- III. Public Comments
- IV. Old Business
- V. New Business

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ANNOUNCEMENTS

- **Raider Athletics:** <https://www.nwfraid.com/composite>
- April 1-May 27, 2022, 10 a.m.-4 p.m. **Arnie Hart Juried Student Exhibition**, McIlroy Gallery, **Visual Arts Faculty Exhibition**, Holzhauser Gallery, **Salon De Refuses**, Hall Gallery
- April 22-23, 2022, 7:30 p.m. **Dance Facets 2022**, Mattie Kelly Arts Center Mainstage Theater, Tickets: \$15
- April 30, 2022, 7:30 p.m. **Waitress**, Mattie Kelly Arts Center Mainstage Theater, Tickets: \$50
- May 2, 2022, 6:00 p.m. **Nursing Pinning Ceremony**, Mattie Kelly Arts Center Mainstage Theater
- May 3, 2022, 5:00 p.m. **Public Safety Academy Completion Ceremony**, Mattie Kelly Arts Center, Sprint Theater
- May 5, 2022, 6:00 p.m. **Teacher Education Pinning Ceremony**, Raider Café
- May 7, 2022, **NWFSC Commencement**, Raider Arena
- May 17, 2022, 1:00 p.m. **FY 2023 Budget Workshop**, Raider Central, Bldg. 400, Morell Room 302, Niceville Campus
- May 17, 2022, 3:00/3:05 p.m. **Governing Board for the Collegiate High School and Board of Trustees Meetings**, Raider Central, Bldg. 400, Morell Room 302, Niceville Campus

Minutes
 Board of Trustees Meeting
 Niceville Campus
 Building 400, Morell Room 302
 March 15, 2022, 3:26 p.m.

Lori Kelley, Chair
 Shane Abbott, Vice Chair
 Charlotte Flynt
 Graham Fountain
 Reynolds Henderson
 Don Litke
 Rudy Wright
 Hayward Dykes, Board Attorney
 Dr. Devin Stephenson, President

Others present: Cristie Kedroski, Senior Vice President; Randy White, Vice President of Business Operations and Finance; Deidre Price, Vice President of Academic Affairs; Pauline Anderson, Associate Vice President, of Research and Assessment; Whitney Rutherford, Associate Vice President/General Counsel; Michael Erny, Dean of Career & Technical Education; Dennis Braun, Executive Director of Workforce Development; Jeanette Shires, Director Mattie Kelly Arts Center; Roberta Mackey, Executive Director of Human Resources; Charlotte Kuss, Dean of Health Sciences, Wellness and Education; Chris Stowers, Executive Director NWFSC Foundation; Melissa Wolf-Bates, Executive Assistant to the President; Edward Rosentel, Executive Director of Finance & Accounting; Rhonda Springfield, Director of K-12 Partnerships; Heather Dietzold, Executive Director of Student Success Navigation; Katherine St. Onge, Director of Purchasing; Cole Allen, Chief Information Officer; Sam Renfroe, Executive Director of Grant Development; Anthony Borella, Sound Engineer; Aaron Murray, Executive Directive of Campus Safety/Chief of Police; Dana Stephens, Dean of Arts & Sciences/Director of Mattie Kelly Environmental Institute; Sandy Arteaga, Interim Dean of College Pathways/Principal of Collegiate High School; Bryan Brooks, Chief Communications Officer; Carolina Urena, Dual Enrollment Coordinator; Stephanie Patty, Risk Manager/Facilities Coordinator; Paul Mixon, Okaloosa County District 1 Commissioner; Craig Coffey, Deputy County Administrator of Operations for Okaloosa County; Cristina Girardi, Williams Communications Project Manager; Steve Ouradnik, Land Mobile Radio Administrator – Okaloosa County Sheriff’s Office; Charlie Nix, Okaloosa County Undersheriff; Dan Sambenedetto, Okaloosa County IT Director; Alice Radomski, CHS Parent/SAC Member; Ron Kimble, Officer - Okaloosa County Sheriff’s Office; Eric Aden, Okaloosa County Sheriff

Call to Order

Lori Kelley, Chair

Approval of Agenda

The Board of Trustees approved the Agenda, as presented (Motion: Henderson; Second: Fountain; Voted For: Abbott, Flynt, Fountain, Henderson, Kelley, Litke, Wright).

CONSENT AGENDA

The Board of Trustees approved the following items on the Consent Agenda, as presented (Motion: Fountain; Second: Wright; Voted For: Abbott, Flynt, Fountain, Henderson, Kelley, Litke, Wright):

- Regular Meeting Minutes, February 15, 2022
- Personnel Agenda

ACTION AGENDA**INFORMATIONAL/DISCUSSION ITEMS**

Okaloosa County Emergency Communications Tower Agreement	The Board members reviewed a presentation by Mr. Coffey regarding the Okaloosa County Emergency Communications Tower Agreement.
Forthcoming Proposal for Program Closure – Dental Assisting Program	The Board members reviewed the Forthcoming Proposal for Program Closure – Dental Assisting Program.
Grants Development Listing	The Board members reviewed the current Grants Development Listing.
College Monthly Financial Report	The Board members reviewed the College Monthly Financial Reports for February 28, 2022.
Solicitations Progress Listing Item(s) for Review	The Board members reviewed the Solicitations Progress Listing Item(s) for Review.
Purchases over \$65,000 Not Requiring Board Approval	The Board members reviewed the Purchases over \$65,000 Not Requiring Board Approval from February 1 – February 28, 2022.
Chair’s Comments	Chair Kelley recognized the Men’s Basketball team for their first win at the National Championship Tournament on Monday. She also informed the Board she would be sending out the President’s Evaluation for them to complete and send back to her.
President’s Report	President Stephenson delivered the following report: <ul style="list-style-type: none"> ○ Dr. Stephenson represented the Southern Association of Colleges and Schools/Commission of Colleges as Chair of a recent Substantive Change visit to Lone Star College System in Houston, TX

- NWFSC was named a 2022-2023 Military Friendly School with a Gold Distinction
- NWFSC Welding Program received a \$15,000 in donations from Systems Group, Kiewit Corporation and Yates Construction
- NWFSC welcomed Chancellor Hebda and Senior Chancellor Mack along with other members of FLDOE and FCS schools from around the state during the CTE Charter School Convening hosted on the Niceville Campus
- Dr. Stephenson recognized 2022 Law Enforcement Spring Academy Completion Program graduates and thanked Trustees Flynt and Wright for supporting the students by their attendance at the event.
- Actor and NWFSC alum, Alan Ritchson, held a Q & A sessions for current performing arts students and faculty
- As part of Women's History Month, NWFSC hosted the Women of True Grit with special guest, Edie Hand
- High school's from across Northwest Florida converged on the Niceville Campus to compete in 2022 NWFSC Math Bowl
- Students, faculty, and staff represented NWFSC at the Mardi Gras parade in Destin Commons
- The first 2022 Class of Walton County Inmates graduated from the NWFSC Welding Program with a Certificate of Completion and AWS Welding Certification
- Deshawndre Washington (Men's Basketball) and Last-Tear Poa (Women's Basketball) were name Panhandle Players of the Year
- Coach Bart Walker (Women's Basketball) and Coach Greg Heiar (Men's Basketball) were named Panhandle Coach of the Year
- The Men's Basketball team won their first game at the Division 1 NJCAA National Tournament
- Upcoming Events: April 8, President's Speaker Series presents Charles Payne
- Upcoming Events: April 18, Doolittle Raiders Final Goblet Ceremony
- Upcoming Events: Menopause the Musical (March 19), The Price is Right Live on Stage (April 1), An Office and a Gentleman the Musical (April 10), Waitress (April 30)

AROUND THE ROOM

- Trustee Abbott Mr. Abbott encouraged NWFSC to continue to pursue underserved students as the Collegiate High School continues to expand to ensure all students have equal access to quality education and training.
- Trustee Flynt Ms. Flynt recognized Senator Broxson, Representative Maney, Representative Trumbull, and Senator Gainer for their work on behalf of NWFSC during the recent legislative session. She also extended additional recognition to the tireless work of David Ramba on behalf of the College. She also thanked Seaside Schools & Seacoast HS for a recent tour which provide her with additional knowledge and understanding of the school.
- Trustee Fountain Mr. Fountain acknowledged the work of Senator Broxson and Representative Trumbull on behalf of NWFSC during the recent legislative session.
- Trustee Henderson Mr. Henderson challenged NWFSC to continue to explore the possibilities to expand course and program offerings in Walton County.
- Trustee Litke Maj. Gen. Litke reminded everyone of the Culinary Tasting happening in Raider Café this evening.
- Trustee Wright Maj. Gen. Wright appreciated the educational information provided.

ADJOURNMENT: The meeting adjourned at 5:19 p.m.

Dr. G. Devin Stephenson, President
Northwest Florida State College
And Corporate Secretary

Lori Kelley, Chair
Board of Trustees
Northwest Florida State College

Please note: Please be advised that if any person decides to appeal any decisions made by the Board of Trustees with respect to any matter considered at the above referenced meeting, a record of such proceedings will be needed, and for such purposes, it may be necessary to ensure the verbatim record of such proceedings.



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees
From: Dr. Devin Stephenson, President
Date: April 19, 2022
Re: Personnel Agenda

Attached is the current Personnel Agenda for your review and approval.

RECOMMENDATION:

The Board of Trustees approves the Personnel Agenda, as presented.

A handwritten signature in blue ink, appearing to read "Devin Stephenson", written over a horizontal line.

President

April 19, 2022

Date

NORTHWEST FLORIDA STATE COLLEGE PERSONNEL ACTIONS
(April 2022)

FULL-TIME EMPLOYMENT

Name:	Position:	Effective Date(s):
DeMeo, Steven	Men's Head Basketball Coach	03/31/2022
Lee-Fiedler, Dianne	Assistant Professor of Nursing	08/15/2022
McAdams Dorr, Wendy	Foundation Accountant and Operations Manager	05/02/2022
Thursby, Trina	Assistant Professor of Nursing	04/04/2022

REASSIGNMENTS/RECLASSIFICATIONS

Name:	Position:	Effective Date(s):
Sikes, Bethney	Case Manager - Career Advisor	04/11/2022

RESIGNATIONS

Name:	Position:	Effective Date(s):
Booker, James Patrick	Skilled Craftsman	03/16/2022
Dabrowski, John	Social Sciences Adjunct	03/28/2022
Heiar, Gregory	Men's Head Basketball Coach	03/30/2022
Johnson, Abigail	PT CBA Ecology Technician	03/25/2022
Magruder, Kira	Donor Relations & Communications Coordinator	04/15/2022
McKnight, Karin	Office Specialist II - Health Technology	05/31/2022
Pabst, Sarah	Events Specialist	03/31/2022
Rogers, Conner	Student Success Navigator	03/07/2022
Roland, Heather	PT Testing Specialist	03/31/2022
Russ, Corrine	PT CDEC Teacher	12/08/2021
Sannes, Jenika	Testing Coordinator	04/15/2022

RETIREMENT

Name:	Position:	Effective Date(s):
Reinlie, Carla	Director of Development	06/30/2022
White, Randall	Vice President Business Operations	02/28/2023

RESOURCE POOL FOR TEACHING

Name:	Department:	Qualifications
Simpson, Joseph	Business & Management (Computer Technology)	Doctorate - Information Systems

PART-TIME EMPLOYMENT

Name:	Position:	Effective Date(s):
Viloria, Anne	Learning Commons Tutor	03/07/2022 - 06/30/2022
West, Gabriel	Cheer Coach	02/01/2022 - 03/31/2022



Memo

To: Board of Trustees
From: Dr. Devin Stephenson, President
Date: April 19, 2022
Re: Annual Equity Update 2021-2022

Florida law requires each college to provide an annual update on its efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment. Each year, NWFSC reports the required data to the Florida Department of Education Division of Florida Colleges. The Division then provides certified data and the template for the Annual Equity Update. The final Annual Equity Update 2021-2022 is attached. Key takeaways include:

- The College met the requirements to post and maintain its nondiscrimination policies; evaluate leadership and the President on equity objectives; maintain diversity on our hiring advisory committees; and provide a budgetary incentive to attain equity accountability goals.
- On employment equity, the data shows full-time executive, administrative, and managerial staff; full-time instructional staff; and full-time continuing contract staff. For the College to meet its own rigorous goals, the percentage of the student population with a given characteristic must be less than or equal to the percentage of the employee population with the same characteristic (i.e., percentage of female students to female employees). The College generally met its goals for employment equity between the sexes and improved on minority hiring compared to the prior reporting period but did not meet each benchmark for employment equity for minority populations. The College has adjusted its hiring process and employee engagement tools to seek solutions and will consider adjusting its goals next year to be more in line with our student equity goals.
- On educational equity, we compare the prior period to the current period on whether the College remained within its goal range for each characteristic. The College met its goals regarding representation of students by race, ethnicity, gender, students with limited English-language proficiency skills and students with disabilities for first-time-in-college and overall enrollment. Regarding student completions, the College met most completion goals for each measured characteristic. The College is implementing retention strategies focused on retaining students from underrepresented populations.
- On gender equity in athletics, the data shows whether the percentage of female athletes is within five percentage points of the female students enrolled. The College did not meet this goal, because of the temporary expansion of the baseball roster and the overall decrease in female students in the total number of enrollments. The College is implementing steps to meet this goal, including ensuring resource and facilities equity, studying new sports, and reducing the baseball roster to pre-COVID levels.
- Finally, the Division requires that the College provide its most recent federal Equity in Athletics Act report, which is from October 15, 2021. The EADA report reviews a snapshot of enrollment data and athletic participation from a particular semester and shows expenses. For clarity, Athletically Related Student Aid is drawn from the financial aid fee and Fund 3 (Auxiliary Enterprises); the revenues reflect tuition and fees; and expenses reflect travel, office supplies, equipment, ball field maintenance, salaries, and benefits.

Overall, the Annual Equity Update 2021-2022 shows that the College's performance has slightly improved in many areas, while remaining consistent in many areas of student participation, employment, and athletics.

RECOMMENDATION:

The Board of Trustees approves the Annual Equity Update 2021-2022, as presented.



President

April 19, 2022

Date

Northwest Florida State College

**College Annual Equity Update
2021-2022
Template for Submission**

Deadline: April 29, 2022

Submission Information

Equity Officer: Roberta Mackey

Email: mackeyr@nwfsc.edu

Phone: 850-729-5337

Date: **April 19, 2022**



Division of Florida Colleges
325 W. Gaines Street, Suite 1244
Tallahassee, Florida 32399-0400

FCSInfo@fldoe.org

850-245-0407

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General Information and Applicable Laws for Reporting

The purpose of the College Annual Equity Update is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment in Florida College System (FCS) institutions. The following Florida Statutes (F.S.) and implementing State Board of Education rules in the Florida Administrative Code (F.A.C.) have specific requirements for the annual update.

- Section 1000.05, F.S., the “Florida Educational Equity Act”
- Section 1012.86, F.S., Florida College System institution employment equity accountability program
- Section 1006.71, F.S., Gender equity in intercollegiate athletics
- Implementing Rule 6A-10.041, F.A.C., Substitution for Requirements for Eligible Students with Disabilities at Florida Colleges and Postsecondary Career Centers
- Implementing Rules 6A-19.001 – 6A-19.010, F.A.C., related to educational equity

The Division of Florida Colleges (DFC) continues to provide certified data in Excel format on the areas of measurement required by statute and rule. Additionally, tables have been created and embedded in the template for setting goals and reflecting goal achievement. DFC encourages each college to devote attention to the development of effective methods and strategies for any areas of improvement identified in analyses.

Submission of the College Annual Equity Update is due to the Florida Department of Education, Division of Florida Colleges by **April 29, 2022**. The update should be submitted by email to FCSInfo@fldoe.org. **Colleges must submit this equity template in Word format.** PDFs of the report template will not be accepted. Colleges may attach additional documents in PDF or Word format as appendices.

DFC conducts reviews of annual college equity update reports pursuant to Rule 6A-19.010, F.A.C., implementing the Florida Educational Equity Act. The goals are to provide feedback for future updates, monitor efforts by the college to increase diversity in student participation and employment and meet requirements of Florida Statutes, including, but not limited to, the Florida Educational Equity Act and sections 1000.05, 1012.86 and 1006.71, F.S.

The review includes an assessment of the college’s methods and strategies established to achieve goals and timelines addressing areas of underrepresentation of minorities in its academic programs, activities and employment. The review also includes an evaluation of submitted policies and procedures for compliance with state and federal civil rights laws prohibiting discrimination on the basis of race, national origin, ethnicity, gender, marital status, age, genetic information or disability. The review may include comments or recommendations in areas where the college has achieved or exceeded its goals or in areas where there is incomplete or missing information.

For the 2021-22 report, the factors DFC will identify as part of its review will be embedded after sections of the report and DFC will use these sections to provide feedback to colleges. These will be marked “Completed by Division of Florida Colleges.” Example:

*Review of Part I: Course Substitutions
(Completed by Division of Florida Colleges)*

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

Part I. Description of Plan Development

Did the college make any changes to the development of the college equity plan? **Make a selection: Yes** If yes, provide the following applicable updates.

A list of persons, by title and organizational location, involved in the development of the plan.

Response:

Roberta Mackey- Executive Director, Human Resources & Equity Coordinator
Pauline Anderson – Associate VP Institutional Research and Assessment
Dr. Cristie Kedroski – Senior Vice President
Whitney Rutherford – Associate VP/General Counsel
Dr. Deidre Price – VP Academic Affairs
Ramsey Ross – Director of Athletics

A description of the participation of any advisory groups or persons.

Response: Ms. Anderson and Ms. Rutherford review and advise on the report.

***Review of Part I: Description of Plan Development
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Did the college change the college equity plan?	Select one.		
If yes, applicable updates provided?	Select one.		

Part II. Policies and Procedures that Prohibit Discrimination

This section relates to processes used to ensure that certain policies and procedures are current, accurate, in compliance and available to all students, employees and applicants as required by statute.

A) Has the governing board updated the college's approved and adopted policy of nondiscrimination? **Make a selection: No** If yes, provide the following applicable updates.

Date of revision: Click here to enter text.

Description of the revision: Click here to enter text.

Web link(s) to document the revision: Click here to enter text.

B) Has the college updated the procedures used to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy? **Make a selection: No** If yes, provide updated information.

Response: Click here to enter text.

C) Has the college changed the person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rule 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II? **Make a selection: No** If yes, provide the following applicable information for each updated contact.

Name/title: Click here to enter text.

Phone number: Click here to enter text.

Address: Click here to enter text.

Email address: Click here to enter text.

Is this contact's information available in the regular notice of nondiscrimination?

Make a selection: Select one.

D) Has the college updated the grievance or complaint procedures for use by students, applicants and employees who allege discrimination? **Make a selection: No** If yes, provide the following applicable updates.

Date of revision: Click here to enter text.

Description of the revision: Click here to enter text.

Web link(s) to document the revision: Click here to enter text.

E) Grievance procedures should address the following, at a minimum, as required under Rule 6A-19.010(h), F.A.C. Confirm if the college is meeting these requirements.

- 1) Notifications of these procedures are placed in prominent and common information sources. **Make a selection: Yes**
- 2) Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints, but do not prohibit individuals from seeking redress from other available sources. **Make a selection: Yes**
- 3) Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination. **Make a selection: Yes**

If no, provide the college's plan for compliance.

Response: Click here to enter text.

F) Have there been any revisions to nondiscrimination policies or procedures pertaining to:

Title IX?	No
Title II?	No
Section 504?	No
Nondiscrimination policies or procedures pertaining to disability services, including Rule 6A-10.041, F.A.C., that addresses course substitution requirements?	No
Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus (AIDS/HIV) Infectious Disease?	No
Other policies or procedures related to civil rights or nondiscrimination?	No

If yes, address the following for any identified policies or procedures.

Name of the policy and/or procedure(s): Click here to enter text.

Date of revision: Click here to enter text.

Description of the revision: Click here to enter text.

Web link(s) to document the revision: Click here to enter text.

**Review of Part II: Policies and Procedures that Prohibit Discrimination
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Have there been any updates to the college's policy of nondiscrimination adopted by the governing board?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the procedures utilized to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rules 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the college's grievance or complaint procedures for use by students, applicants and employees who allege discrimination?	Select one.		
If yes, applicable updates provided?	Select one.		
Grievance procedures should address the following at a minimum as required under Rule 6A-19.010(h), F.A.C.	-	-	-
Notifications of these procedures are placed in prominent and common information sources.	Select one.		
Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints, but do not prohibit individuals from seeking redress from other available sources.	Select one.		
Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination.	Select one.		
If no, is a plan for compliance provided?	Select one.		

Part III. College Employment Equity Accountability Plan

Section 1012.86, F.S., Florida College System institution employment equity accountability program, requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions, full-time faculty positions and full-time faculty positions who have attained continuing contract status. The plan must include specific, measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives and comparable national standards as provided by the Florida Department of Education.

A. Data, Analysis and Benchmarks

DFC provides colleges with employment data for the last three fall terms to evaluate employment trends for females and minorities in senior-level positions (also referred to as Executive/Administrative/ Managerial or EAM positions), full-time instructional staff and full-time instructional staff with continuing contract status. DFC also provides colleges with student enrollment percentages by race and gender to be used as the benchmark for setting employment goals, as colleges seek to reflect their student demographics in their employment.

College Full-Time Executive/Administrative/Managerial Staff

Informed by the EMP-EAM tab, complete the following table to analyze the college’s attainment of annual goals and long-range goals for increasing the number of women and minorities in EAM positions.

	2020-21 Reporting Year College Student Population (%)	EAM Actuals (%) Fall 2020	EAM Actuals (%) Fall 2021	EAM Stated Goals (%) Fall 2021	EAM Goal Met (Yes/ No)	EAM Goals for Fall 2022
Black Female	6.5%	5.9%	6.3%	To meet or exceed the student percentage	No	Meet or exceed the student population
Black Male	3.7%	5.9%	6.3%	To meet or exceed the student percentage	Yes	Meet or exceed the student population
Hispanic Female	7.2%	0.0%	0.0%	To meet or exceed the student percentage	No	Meet or exceed the student population
Hispanic Male	4.5%	0.0%	0.0%	To meet or exceed the student percentage	No	Meet or exceed the student population
Other Minorities Female	7.1%	0.0%	0.0%	To meet or exceed the student percentage	No	Meet or exceed the student population
Other Minorities Male	4.2%	5.9%	0.0%	To meet or exceed the	No	Meet or exceed the

	2020-21 Reporting Year College Student Population (%)	EAM Actuals (%) Fall 2020	EAM Actuals (%) Fall 2021	EAM Stated Goals (%) Fall 2021	EAM Goal Met (Yes/ No)	EAM Goals for Fall 2022
				student percentage		student population
White Female	41.9%	35.3%	43.8%	To meet or exceed the student percentage	Yes	Meet or exceed the student population
White Male	24.8%	47.1%	43.8%	To meet or exceed the student percentage	Yes	Meet or exceed the student population
Total Female	62.8%	41.2%	50.0%	To meet or exceed the student percentage	No	Meet or exceed the student population
Total Male	37.2%	58.8%	50.0%	To meet or exceed the student percentage	Yes	Meet or exceed the student population

Describe and evaluate strategies for addressing underrepresentation in EAM positions.

Response: The College made progress within the last year in at least one reporting category, and implementing effective recruitment tools to hire employees from underrepresented communities continues to be a priority for our College. Particular challenges that the College has faced in the last year include increased turnover due to the flexible hiring market; more wage competition in our service area, including from private business and several military installations; and enrollment loss that limits the College's ability to aggressively invest in personnel costs. The College has implemented several strategies to meet our equitable hiring goals, however: (1) Human Resources now handles all position advertising through the Human Resources budget, which permits focused tracking of which sites are used, areas reached, their cost, and their click-to-application effectiveness with an emphasis on hiring sources for underrepresented communities; (2) the College created the Employment Engagement Coordinator position in Human Resources, which, among other projects, has been staffed with improving our Diversity, Equity, and Inclusion mandatory training and ensuring that employees enter a welcoming environment during their recruitment and onboarding process; (3) the College has involved two employee task forces in discussions of how to improve equitable outcomes for employees at the College; (4) the College is offering flexible work schedules and testing other benefits that should have an upstream positive impact on our recruitment efforts; and (5), as permitted by the College budget, the College intends to raise wages in a financially responsible manner.

College Full-Time Instructional Staff

Informed by the EMP-INSTRUCTIONAL tab, complete the following table to analyze the college’s attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional positions.

	2020-21 Reporting Year College Student Population (%)	INST Actuals (%) Fall 2020	INST Actuals (%) Fall 2021	INST Stated Goals (%) Fall 2021	INST Goal Met (Yes/No)	INST Goals for Fall 2022
Black Female	6.5%	4.9%	6.7%	Meet or exceed the student percentage	Yes	Meet or exceed the student population
Black Male	3.7%	1.2%	1.3%	Meet or exceed the student percentage	No	Meet or exceed the student population
Hispanic Female	7.2%	1.2%	2.7%	Meet or exceed the student percentage	No	Meet or exceed the student population
Hispanic Male	4.5%	0.0%	2.7%	Meet or exceed the student percentage	No	Meet or exceed the student population
Other Minorities Female	7.1%	2.5%	1.3%	Meet or exceed the student percentage	No	Meet or exceed the student population
Other Minorities Male	4.2%	4.9%	5.3%	Meet or exceed the student percentage	Yes	Meet or exceed the student population
White Female	41.9%	50.6%	46.7%	Meet or exceed the student percentage	Yes	Meet or exceed the student population
White Male	24.8%	34.6%	33.3%	Meet or exceed the student percentage	Yes	Meet or exceed the student population
Total Female	62.8%	59.3%	57.3%	Meet or exceed the student percentage	No	Meet or exceed the student population
Total Male	37.2%	40.7%	42.7%	Meet or exceed the student percentage	Yes	Meet or exceed the student population

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions.

Response: The College has improved on this metric as compared to the last reporting cycle’s data. Each of the tools discussed in our response to the prior question are at work on faculty hiring as well as we continue to strive toward our goals in recruitment of diverse faculty. To highlight two strategies here: the College has discussed with its Diversity and Inclusion Task Force how to improve our recruitment efforts of diverse faculty and Human Resources is also reassessing where to place employment ads to think outside the box for recruitment from other areas of the region/country.

College Full-Time Instructional Staff with Continuing Contract

Informed by the EMP-CONTINUING CONTRACT tab, complete the following table to analyze the college’s attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional staff with continuing contract positions.

	2020-21 Reporting Year College Student Population (%)	INST-CONT Actuals (%) Fall 2020	INST-CONT Actuals (%) Fall 2021	INST-CONT Stated Goals (%) Fall 2021	INST-CONT Goal Met (Yes/No)	INST-CONT Goals for Fall 2022
Black Female	6.5%	0.0%	0.0%	Meet or exceed the student population	No	Meet or exceed the student population
Black Male	3.7%	2.7%	2.9%	Meet or exceed the student population	No	Meet or exceed the student population
Hispanic Female	7.2%	0.0%	0.0%	Meet or exceed the student population	No	Meet or exceed the student population
Hispanic Male	4.5%	0.0%	0.0%	Meet or exceed the student population	No	Meet or exceed the student population
Other Minorities Female	7.1%	2.7%	0.0%	Meet or exceed the student population	No	Meet or exceed the student population
Other Minorities Male	4.2%	5.4%	5.9%	Meet or exceed the student population	Yes	Meet or exceed the student population
White Female	41.9%	43.2%	47.1%	Meet or exceed the student population	Yes	Meet or exceed the student population
White Male	24.8%	45.9%	44.1%	Meet or exceed the	Yes	Meet or exceed the

	2020-21 Reporting Year College Student Population (%)	INST-CONT Actuals (%) Fall 2020	INST-CONT Actuals (%) Fall 2021	INST-CONT Stated Goals (%) Fall 2021	INST-CONT Goal Met (Yes/No)	INST-CONT Goals for Fall 2022
				student population		student population
Total Female	62.8%	45.9%	47.1%	Meet or exceed the student population	No	Meet or exceed the student population
Total Male	37.2%	54.1%	52.9%	Meet or exceed the student population	Yes	Meet or exceed the student population

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions with continued contract.

Response: The College recognizes that as it improves recruitment of underrepresented communities for faculty positions (as it has year-over-year), the pool of diverse faculty who are eligible for continuing contracts will likewise increase, which is reflected in this data. The strategies for addressing underrepresentation in continuing contract positions are therefore interlocked with overall recruitment and retention strategies. Regarding strategies for existing faculty in continuing contract track positions, Academic Affairs has continued to improve and introduce new tools available to faculty to prepare for evaluations ahead of being considered for continuing contract. As the College has faced enrollment and financial pressure, it has also examined how to more creatively hire for faculty positions, which has resulted in an increase in instructor positions overall. Also, not included in this cycle’s data is a recently awarded continuing contract to a black female, which will be reflected in next year’s report. Finally, not captured in the data for this report are a substantial number of minority males and females serving in supervisory roles as directors over academic departments, which promote the College’s overall diversity within its academic departments in a way that it is measured by this reporting tool.

New Barriers (Optional)

Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities in any employment category?

Response: Yes. Due to the highly flexible job market for employees that has emerged within the last year and a half, the College has faced increased turnover. Additionally, the rate of inflation and wage competition in our service area, including from private business and several military installations, has outpaced what the College can compete with on salaries alone. Finally, current enrollment downturn has required the College to think differently about increased personnel costs across all employment categories.

**Review of Part III (A): Attainment of Annual Goals
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include an analysis and assessment of annual and long-range goals for increasing women and minorities in:	-	-	-
<i>EAM positions?</i>	Select one.		
Full-time instructional positions?	Select one.		
Full-time with continuing contract instructional positions?	Select one.		
Does the report identify any new barriers affecting the recruitment and retention of females and/or minorities?	Select one.		

B. Evaluations of Employment Practices – Evaluations of Key Personnel and Presidents

1) Provide a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals. The summary should also briefly describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals.

Response:

All Deans, Chairpersons, Associate Vice President, Vice Presidents, and the Senior Vice President were evaluated, and all were evaluated at Satisfactory and above. We do not have any positions with the title of Provost. Although all employees at this level have been evaluated at least satisfactory, if an employee does not score at least at the satisfactory level, they are placed on a Performance Improvement Plan and are ineligible for pay increases that the College may offer. No employees at this level are on such a plan and all are eligible for an increase, if offered, due to their at least satisfactory evaluation.

2) Provide a summary of the college’s board of trustees’ annual evaluation of the performance of the president in achieving the annual and long-term goals and objectives of the employment equity plan.

Response: Our College President was evaluated by the Board of Trustees in the following areas: Board Relations, Community, Business, State and National Relations, Fiscal Accountability, Relationship with Faculty, Staff and Students, Leadership, Institutional Effectiveness processes, Governance Objectives, State and Federal funding, Annual and Long-term goals and objectives of the College Equity Plan, Performance goals in the College Accountability Plan, and Gender in Athletics, Statutory or Legislative Directives. The President received an excellent Performance Evaluation.

3) What is the date of the president’s most recent evaluation?

Response: May 12, 2021

**Review of Part III (B): Evaluations of Employment Practices
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals?	Select one.		
Does the summary describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals?	Select one.		
Does the report include a summary of the results of the annual evaluation of the college president in achieving the annual and long-term goals and objectives?	Select one.		
Does the report include the date of the most recent presidential evaluation?	Select one.		

C. Additional Requirements

The college should complete the following related to additional processes required by section 1012.86, F.S.

1) The college maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy. **Make a selection: Yes**

Include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

Response: All committees selected by Human Resources to assist in reviewing applicants for vacancies must be diverse in both gender and ethnicity and provide representation from across College departments. All such committees are reviewed and approved by Human Resources.

2) Briefly describe the process used to grant continuing contracts.

Response: For faculty members in continuing contract-eligible positions, at the end of each academic year during the faculty member's initial five years of service, the Department Chair or Program Director conducts a review of the faculty member's performance and the appropriate Dean approves the review.

- Full-time faculty members in continuing contract-track appointments become eligible for consideration for a continuing contract award during their fifth year of service after successfully completing four annual reviews.
- During the fifth year of service, after successful completion of four yearly reviews, a faculty member applies for the award of continuing contract. Upon receipt of this application, the Department Chair or Program Director will coordinate with the appropriate Dean and the Vice President of Academic Affairs to form a continuing contract evaluation committee.
- If the evaluation committee concurs that the faculty member has shown excellent progress and performance in the yearly reviews and in the continuing contract evaluation, a recommendation to award continuing contract will be made to the President.
- If the President concurs with the recommendation, he or she will recommend to the Board of Trustees that a continuing contract be awarded.

- If the Board of Trustees concurs, the board and president will formally notify the faculty member that the award has been made.
- Each employee issued a continuing contract shall be entitled to continue in his or her respective full-time faculty position at the college without the necessity for annual nomination or reappointment until the individual resigns from employment, unless the employee is dismissed or returned to annual contract status as described in Board Policy TL 14.00.

3) Briefly describe the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status.

Response: At the end of each academic year full-time faculty members who are in a continuing-contract eligible position participate in a review of their performance conducted by the Program Director or Department Chair. Faculty must also complete goals each year that are tied to the Strategic Plan, and they are evaluated on the completion of these goals each year.

4) Briefly describe the college's budgetary incentive plan to support and ensure the attainment of employment equity accountability goals. Include how resources will be allocated to support the implementation of strategies and the achievement of goals in a timely manner.

Response: The College provides several budgetary incentives to support employment equity accountability goals: (1) Human Resources is allotted funds to ensure broad, diverse vacancy advertisements; (2) the College's Staff & Program Development plan is funded to ensure that once employees are onboard at the College they can participate in professional development and educational attainment at limited cost to themselves through tuition reimbursement and professional development reimbursement; (3) the College funds a variety of opportunities to bring training and speakers on site in support of equity and diversity goals, such as the President's Speaker Series; and (4) the College may in the 2022-2023 fiscal year be able to offer significant base salary increases, which will make us better able to compete for candidates and retain employees. The College is currently reviewing further strategies in its Diversity & Inclusion Task Force, which may lead to more funding strategies that will assist in attaining our equity goals.

5) Salary Information: In the following table, include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications as required in section 1012.86(2)(b)(5), F.S. Add additional rows if needed.

Note: Salary information is requested only for new hires. New hire information can be found in your Fall Staff Survey IPEDS report. Race and gender information are not required; however, the college may choose to include additional information for purposes of diversity analysis.

	Job Classification	# of New Hires*	New Hires* Salary Range	# of Existing Employee(s) with Comparable Experience	Existing Employee* Salary Range
Row 1	Management Occupations	1	\$120,000	17	\$66,907-\$255,000
Row 2	Business & Financial Operations	1	\$75,000	9	\$26,000-\$75,000
Row 3	Computer, Engineering & Science Occupations	4	\$28,134-\$65,000	17	\$28,134-\$100,896
Row 4	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, & Media	10	\$27,500-\$90,000	39	\$25,124-\$90,000
Row 5	Instruction	14	41,113-71,400	68	\$40,344-\$71,400
Row 6	Librarians	1	51,000	2	\$51,000-95,447
Row 7	Student, Academic Affairs, and Other Education Services	7	\$32,000-\$70,000	27	\$30,830-\$81,600
Row 8	Healthcare practitioners and Technical	2	\$50,000-\$62,000	5	\$48,960-\$75,470
Row 9	Service Occupations	1	\$34,000	8	\$25,373-\$37,000
Row 10	Office and Administrative Support	17	\$25,124-\$45,791	73	\$25,124-\$68,000
Row 11	Natural Resources, Construction, and Maintenance	2	\$50,868-\$70,000	18	\$25,373-\$70,000
Row 12	Production, Transportation, and Material Moving	3	\$47,000-\$55,000	6	\$25,373-\$55,000

**IPEDS definition of New Hires: Includes full-time permanent new hires on the payroll of the institution between November 1, 2020, and October 31, 2021, either for the first time (new to the institution) or after a break in service and who are still on the payroll of the institution as November 1, 2020.*

**Review of Part III(C): Additional Requirements
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees?	Select one.		
Does the report include a description of the process used to grant continuing contracts?	Select one.		
Does the report include a description of the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status?	Select one.		
Has the college developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to section 1012.86, F.S.?	Select one.		
Did the college include a summary of the incentive plan?	Select one.		
Did the summary include strategic resource allocation?	Select one.		
Does the report include a comparison of the salary ranges of new hires to salary ranges for employees with comparable experience and qualifications?	Select one.		

Part IV. Strategies to Overcome Underrepresentation of Students

Student Enrollments

Colleges will continue to examine data trends, using the ENROLLMENT tab, in the representation of students by race, ethnicity, gender, students with limited English-language proficiency (LEP) skills and students with disabilities (DIS) (self-reported) for first-time-in-college (FTIC) and overall enrollment. Based on goals from previous equity reports, identify areas where goals (number of enrollments) set by the college last year were achieved and set goals for 2021-22 reporting year.

Enrollments	FTIC			Overall Enrollments		
	2020-21 Goals	2020-21 Goals Achieved (Yes/No)	2021-22 Goals	2020-21 Goals	2020-21 Goals Achieved (Yes/No)	2021-22 Goals
Black	+/-2% of prior year	Yes	+/-2% of prior year	+/-2% of prior year	Yes	+/-2% of prior year
Hispanic	+/-2% of prior year	Yes	+/-2% of prior year	+/-2% of prior year	Yes	+/-2% of prior year
Other Minorities	+/-2% of prior year	Yes	+/-2% of prior year	+/-2% of prior year	Yes	+/-2% of prior year
White	+/-5% of prior year	Yes	+/-5% of prior year	+/-5% of prior year	Yes	+/-5% of prior year
Female	+/-5% of prior year	Yes	+/-5% of prior year	+/-5% of prior year	Yes	+/-5% of prior year
Male	+/-5% of prior year	Yes	+/-5% of prior year	+/-5% of prior year	Yes	+/-5% of prior year
LEP	Maintain % of population (+/-1%)	Yes	Maintain % of population (+/-1%)	Maintain % of population (+/-1%)	Yes	Maintain % of population (+/-1%)
DIS	Maintain % of population (+/-1%)	Yes	Maintain % of population (+/-1%)	Maintain % of population (+/-1%)	Yes	Maintain % of population (+/-1%)

Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

The college is achieving all goals: **Yes** If no, provide:

An evaluation of each of the methods and strategies developed to increase student enrollments from underrepresented groups.

Response: The College has met its stated target as they relate to the enrollment of underrepresented students.

New methods and strategies, if applicable.

Response:

The College's recruitment team is focused on community outreach targeting traditional and non-traditional students and is expanding its connections with organizations that primarily serve underrepresented populations. The College intends to expand its Propel series workshops to encourage learners to explore career education programs and is offering a summer workshop series that provide high-impact educational experiences across six campuses and centers.

Student Completions

This year's report evaluates completions of Associate in Arts (A.A.) degrees, Associate in Science/Associate in Applied Science (A.S./A.A.S.) degrees, certificates and baccalaureate degrees, as documented in the COMPLETION tab. Based on goals from previous equity reports, identify areas where goals (number of degree/certificate completions) set by the college last year were achieved and set goals for 2021-22. Certificates include College Credit Certificates (CCC); Career Certificates (CC); Applied Technology Diplomas (ATD); Education Preparation Institution Certificates (EPI); Certificates of Professional Preparation (CPP); Apprenticeship Programs (APPR); and Advanced Technical Certificates (ATC).

A.A. Degrees	2020-21 Goals	2020-21 Goals Achieved (Yes/No)	2021-22 Goals
Black	+/-2% or higher from prior year	Yes	Ensure the underrepresented groups' completion rates are no less than 2 percentage points lower than prior year
Hispanic	+/-2% or higher from prior year	Yes	
Other Minorities	+/-2% or higher from prior year	Yes	
White	+/-2% from prior year	No	
Female	+/-2% from prior year	No	Increase male completions by at least 2%
Male	+/-2% from prior year	No	
LEP	Maintain % of population (+/-1%)	Yes	Maintain % of population (+/-1%)
DIS	Maintain % of population (+/-1%)	Yes	Maintain % of population (+/-1%)
A.S./A.A.S. Degrees	2020-21 Goals	2020-21 Goals Achieved (Yes/No)	2021-22 Goals
Black	-2% or higher from prior year	Yes	Ensure the underrepresented groups' completion rates are no less than 2 percentage points lower than prior year
Hispanic	-2% or higher from prior year	Yes	
Other Minorities	-2% or higher from prior year	Yes	
White	+/-4% from prior year	No	Increase male completions by at least 1%
Female	+/-2% from prior year	Yes	
Male	+/-2% from prior year	Yes	
LEP	Maintain % of population (+/-1%)	Yes	Maintain % of population (+/-1%)
DIS	Maintain % of population (+/-1%)	Yes	Maintain % of population (+/-1%)
Certificates	2020-21 Goals	2020-21 Goals Achieved (Yes/No)	2021-22 Goals
Black	-2% or higher from prior year	Yes	Ensure the underrepresented groups' completion rates are no less than 2 percentage points lower than prior year
Hispanic	-2% or higher from prior year	Yes	
Other Minorities	-2% or higher from prior year	Yes	
White	+/-4% from prior year	Yes	Increase male completions by at least 1%
Female	+/-2% from prior year	No	
Male	+/-2% from prior year	No	
LEP	Maintain % of population (+/-1%)	Yes	Maintain % of population (+/-1%)
DIS	Maintain % of population (+/-1%)	Yes	Maintain % of population (+/-1%)

Baccalaureate Degrees	2020-21 Goals	2020-21 Goals Achieved (Yes/No)	2021-22 Goals
Black	-2% or higher from prior year	No	Ensure the underrepresented groups' completion rates are no less than 2 percentage points lower than prior year
Hispanic	-2% or higher from prior year	No	
Other Minorities	-2% or higher from prior year	Yes	
White	+/-4% from prior year	Yes	
Female	+/-2% from prior year	No	Increase male completions by at least 2%
Male	+/-2% from prior year	No	
LEP	Maintain % of population (+/-1%)	Yes	Maintain % of population (+/-1%)
DIS	Maintain % of population (+/-1%)	No	Maintain % of population (+/-1%)

Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

The college is achieving all goals: **No** If no, provide:

An evaluation of each of the methods and strategies developed to increase student completions from underrepresented groups.

Response: The data provided shows the College met its stated completion goals for students from racial/ethnic minority backgrounds earning credentials in the lower-division programs. Here, we see gains as large as three percentage points for some populations. In contrast, Black and Hispanic students are underrepresented as upper-division program completers. In the most recent year, the upper-division credential attainment rates for Black and Hispanic students have declined by 3.4 and 2.9 percentage points, respectively. Globally, the College missed the targets set to monitor the performance of our students by sex. This statement also extends to white students completing associate degrees. The enrollment data provided shows a shrinking male population — in the most recent year, males account for just over a third of the total enrollment — that is reflected in the completion numbers. However, this disparity is more pronounced in upper-division completion; presently, 1 in 5 baccalaureate program completers is male.

Across degree types for students with disabilities, the only goal not met was for baccalaureate students. However, this figure represents a year-over-year loss of three students.

While acknowledging the decline in male completers and the need to bolster efforts for improvement, we will also assess the metrics used in goal setting. The use of percentages to measure losses and gains within stated thresholds means the College reports unmet goals when rates exceed the target. Also, the nature of percentages limits our ability to set increases for all groups.

New methods and strategies, if applicable.

Response: The College implemented several strategies targeting leading indicators for credential completion. To address equity, the College is refining its equity definition. It will work with its Achieving the Dream coaches to identify actionable steps to address achievement gaps in our underserved populations.

As student engagement is central to persistence and completion, the College is expanding engagement strategies in the classroom through its Quality Enhancement Plan. Also, the College will administer the Community College Survey of Student Engagement (CCSSE) this term to all eligible students in credit-bearing courses. The data collected through CCSSE allows the College to benchmark results to identify possible differences in experiences for its underserved populations.

The seeks to implement a Last Mile Scholarship program that targets students within 25% of completing their credentials. The College intends to provide financial and academic support to help the near completers cross the finish line.

Student Success in Targeted Programs

The college's plan for 2020-21 should have included methods and strategies to increase the participation of students in programs and courses in which students have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education, as required under section 1000.05(4), F.S. Colleges should provide any updates to methods and strategies, if applicable.

The college is providing updates: **Yes** If no, provide:

An evaluation of each of the methods and strategies developed to increase underrepresented student participation in programs and courses.

Response: The College remains committed to strategies that increase the participation of underrepresented student populations in programs and courses in which students have been traditionally underrepresented. In December 2021, the College hosted its first Propel series workshop in Crestview that provided almost 30 high school students the opportunity to learn more about the aviation programs. The 3-hour, Saturday program provided hands-on experiences culminating with students sitting in a Cesna plane and starting the engine.

New methods and strategies, if applicable.

Response: The College's career education program directors are highly engaged in recruitment activities and pursue opportunities to promote their programs to underrepresented student populations. These program directors regularly join the recruitment team at events to promote their academic programs. Further, the previously mentioned NWF Futures Forward program is scheduled for summer 2022 and will be held at various locations across the service district to attract potential students from areas with a higher density of underserved and underrepresented student populations. The programming includes hands-on experiences across welding, culinary, business, aviation, nursing, and emergency medical services programs.

**Review of Part IV: Strategies to Overcome Underrepresentation of Students
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Is the college achieving all its goals in terms of student enrollments by race, gender, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
Is the college achieving all its goals in terms of student completions by race, gender, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
The report should include an analysis of student participation in traditionally underrepresented programs and courses, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education. Did the college provide updates for its goal in terms of student completions across the aforementioned categories?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		

**Part V. Substitution Waivers for Admissions and
Course Substitutions for Eligible Students with Disabilities**

Course Substitution Report, Form CSR01

Please list the number of students who received course substitutions as well as the required course(s), substitution(s) provided and discipline area (e.g., mathematics) by disability type beginning with the fall semester of the preceding academic year. For the courses, please include the prefix, course number and course name (e.g., ENC 1101 Composition I). Add rows if necessary. Please indicate "0" for the number of students if no substitutions were granted.

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
Deaf/Hard of Hearing	0	0	0	0
Visual Impairment	0	0	0	0
Specific Learning Disability	1	MGF1106	PHI2600	Social Work
		MGF1107	GEB2430	Social Work
	1	MGF1106	PHI2600	Psychology
Orthopedic Impairment	0	0	0	0
Speech/Language Impairment	0	0	0	0
Emotional or Behavioral Disability	0	0	0	0

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
Autism Spectrum Disorder	0	0	0	0
Traumatic Brain Injury	0	0	0	0
Other Health Impairment	0	0	0	0

How many requests for course substitutions were made and how many substitutions were granted during the preceding academic year? (Please list the number of requests per semester starting with the fall semester.) Please indicate "0" if no substitutions were requested or granted.

Semester	Number of Substitutions Requested	Number of Substitutions Granted
Fall 2020	0	0
Spring 2021	0	0
Summer 2021	0	0
Total	0	0

**Review of Part V: Course Substitutions
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

Part VI. Gender Equity in Athletics

The college offers athletic programs: **Yes** If no, move to the next section. If yes, complete this section.

Assessment of Athletic Programs

Section 1006.71, F.S., Gender equity in intercollegiate athletics, is applicable to postsecondary institutions offering athletic programs. Florida College System institutions that offer athletic programs shall develop a gender equity plan pursuant to section 1000.05, F.S. The plan is to include consideration of equity in sports offerings, participation, availability of facilities, scholarship offerings and funds allocated for administration, recruitment, comparable coaching, publicity and promotion and other support costs. An annual assessment is required and each college president is to be evaluated on the extent to which gender equity goals have been accomplished.

For this part, provide the college's latest Equity in Athletics Disclosure Act (EADA) Survey Federal Report as an appendix.

See Appendix A

Data Assessment

Section 1006.71, F.S., requires an assessment of major areas to evaluate the college's progress toward gender equity in athletics.

Provide updates or new information related to sports offerings; participation; availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions; or other considerations by the college to continue efforts to achieve gender equity. If the college is not in compliance with Title IX, updates must be included in the college's Corrective Action Plan of this report.

Response: Northwest Florida State College successfully navigated a complete athletic season for each of its four sports despite the enormous challenges that COVID restrictions, protocols, and guidelines have presented. Specific challenges include roster expansions, compressed schedules, increased costs to comply with health and safety requirements, and reduced attendance at home events. Despite these challenges, the athletic department accomplished an impressive 92% graduation rate among all four sports and claimed their first ever national championship in women's basketball, the school's fourth overall.

For the 2020-21 academic year, athletic expenditures for the female sports exceeded those in the male sports. Financial aid, for example, saw the female student-athletes receive roughly \$17,000 more than the male student-athletes. This equates to a 6% difference in athletic aid disbursements for female compared to males. The College also invested approximately \$20,000 on a new scoreboard for the softball program, which contributed to increased spending for the female sport offerings. This feature has greatly enhanced the softball complex, making it one of the best junior college softball facilities in the country.

This was also the first full season the baseball and softball student-athletes could use the brand new, 12,000-sq ft indoor practice facility. This state-of-the-art complex allows the baseball and softball teams to practice during inclement weather and work on their skill development all throughout the day. This significant investment by the College (\$950,000) was one that the administration felt necessary in order to give both our female and male student-athletes the best opportunity to develop.

The data we are reviewing this year shows increased participation by male athletes, but that is an artificial expansion due to COVID-19 restrictions. The increased participation numbers for the male sports were due to the roster expansions approved by the NJCAA and FCSAA in the sport of baseball. This roster expansion, which is only for the 2020-21 academic year, was due to COVID canceling the baseball season for the 2020 season. This created a situation where baseball players had nowhere to go so the NJCAA wanted to give them an option to return. Thus, the baseball roster, which is usually capped at 26, expanded to 30 for one year to accommodate these students who needed to return to junior college. Roster limitations return to 26 in baseball for the 2021-22 season.

For the second consecutive year, the College hosted the FCSAA State/NJCAA Region VIII men's and women's basketball tournaments. This event consists of the top 8 women's and 8 men's programs in the entire state. It is a significant time and financial investment by the College to put this event on but one in which the College believes supports the mission of providing the best opportunities possible for male and female student-athletes.

Northwest Florida State College also provides opportunities for females to part of our cheerleading program. The College offers 12 tuition-only scholarships for the spring semester to those who participate in our cheer program. While NWFSC has not declared this as a competitive sport yet, the NJCAA does officially recognize competitive cheer as a sport effective 2021-22. Currently, the College has 11 females and one male who are on cheer scholarships.

Compliance with Title IX

Using athletic participation data from the latest EADA Survey Federal Report, complete the following table to determine gender equity based on participation rates.

**Athletic Participation by Gender Compared to Student Enrollments by
Gender for July 1, 2019, through June 30, 2020, and July 1, 2020, through June 30, 2021**

	2019-20			2020-21			
	Males	Females	Total	Males	Females	Total	
Total Number of Athletes	38	30	68	Total Number of Athletes	41	30	71
Percent of Athletes by Gender	56%	44%	100%	Percent of Athletes by Gender	58%	42%	100%
Total Number of Enrollments	1,961	3,082	5,043	Total Number of Enrollments	1,703	2,881	4,584
Percent of Enrollments by Gender	39%	61%	100%	Percent of Enrollments by Gender	37%	63%	100%
Difference between the percent of athletes and the percent of students enrolled	17%	-17%	0	Difference between the percent of athletes and the percent of students enrolled	21%	-21%	0

Proportionality of Participation

Based on the table, is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled? **2019-20: No 2020-21: No**

Based on the participation rates of female athletes compared to female enrollments and based on the college's athletic program assessment as presented in the EADA Survey Federal Report, check at least one component below for assuring the institution is in compliance with Title IX, Gender Equity in Athletics.

- Accommodation of interests and abilities
- Substantial proportionality
- History and practice of expansion of sports

Corrective Action Plan

If the program is not in compliance, complete the Corrective Action Plan below and specify or update the plan to achieve compliance. Include completion dates for each method and strategy.

Gender Equity in Athletics Component	Planned Actions to Address Deficiencies Found in Athletics	Responsible Person(s) and Contact Information	Timelines
<p>#2 Substantial Proportionality</p>	<p>An immediate solution to the proportionality disparity was the return to the pre-COVID baseball roster limit size in 2021-22.</p> <p>During the last year, the College has engaged in extensive research and dialogue as adding either women’s cross country or competitive cheer. However, after compiling the data and assessing financial outlook, tuition rates, inflation, increased utility costs, and enrollment trends, the College could not add either additional program. For instance, NWFSC has not increased tuition in several years. This, combined with significant inflation and declining enrollment, has severely limited the ability of the College to take on more expenses. Although neither of those programs fit our resources in this reporting period, the College has moved forward with acquiring resources and assigning space for an E-Sports team, which will be open to both female and male athletes; implementation work on E-Sports will continue through 2022-2023.</p> <p>Currently, NWFSC is proud of its exceptional compliance in all other components of Title IX. Salaries, facilities, scholarships, budgets, and academic resources are equally distributed between the male and female athletic programs. Moving forward, the College is committed to expanding female opportunities, provided enrollment improves and financial stability is more secure.</p>	<p>Ramsey Ross, ramseyr@nwfsc.edu, 850-729-5358</p>	<p>Roster size in baseball has already decreased to pre-COVID levels in 2021-2022</p> <p>Continued implementation of expanding options for female athletes will continue through FY2022-2023</p>

**Review of Part VI: Gender Equity in Athletics
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include the Equity in Athletic Disclosure Act (EADA) Survey Federal Report for 2021?	Select one.		
Does the equity report reflect updates or new information related to: sports offerings; participation, availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions, or other considerations by the college to continue efforts to achieve gender equity?	Select one.		
Is the percentage of female athletes greater than (or at least within five percentage points of) the percent of female students enrolled?	Select one.		
Does the report include any of the following to ensure compliance with Title IX?	Select one.		
Accommodation of interests and abilities	Select one.		
Substantial proportionality	Select one.		
History and practice of expansion of sports	Select one.		
If there were any disparities in sections A or B, or if the percentage of female participants was not substantially proportionate to the percentage of female enrollments, did the college submit a corrective action plan?	Select one.		

Part VII. Signature Page

FLORIDA EDUCATIONAL EQUITY ACT
2021-22 Annual EQUITY UPDATE REPORT
Signature Page

Northwest Florida State College

The college ensures that section 1000.05, F.S., section 1006.71, F.S., and section 1012.86, F.S., and implementing Rules 6A-6A-10.041 and 6A-19.001-.010, F.A.C., referenced in this report, are properly implemented and that this institution prohibits discrimination against students, applicants for admission, employees or applicants for employment on the basis of race, color, ethnicity, national origin, gender, pregnancy, disability, age or marital status.

The college has developed policies and procedures for providing reasonable substitutions for admission, graduation, study program admission and upper-division entry for eligible students with disabilities as required by section 1007.264 and section 1007.465, F.S., and for implementing Section 504 of the Rehabilitation Act of 1973.

The institution is in compliance with the identified components of the athletic programs, as required by Title IX, the Florida Educational Equity Act, section 1006.71, F.S., Gender equity in intercollegiate athletics and, where not compliant, the college has implemented a corrective action plan. (Applicable for institutions with athletic programs.)

The college actively implements and monitors the Employment Equity Accountability Plan and certifies compliance with all statutory requirements of section 1012.86, F.S.

EQUITY OFFICER

DATE

COLLEGE PRESIDENT

DATE

CHAIR OF DISTRICT BOARD OF TRUSTEES

DATE

This concludes the **2021-22** Annual Equity Update Report, which must be submitted, as a Word document, to FCSInfo@fldoe.org by **April 29, 2022**. Colleges may attach additional files (PDF or Word) as appendices.

APPENDIX A

Report on
Athletic Program Participation Rates
And
Financial Support Data
EADA Report

Northwest Florida State College

October 15, 2021

Introduction

Consistent with the Equity in Athletics Disclosure Act (EADA), Northwest Florida State College publishes this report annually to make students and the general public aware of our commitment to providing equitable athletic opportunities for male and female students. The report is posted on the College's Consumer Information website (<http://www.nwfsc.edu/consumer/>), and the information used in developing the report is provided to the US Department of Education, which publishes it at <http://ope.ed.gov/athletics/>. A link to this report is provided to all students annually. A hard copy of this report may be requested through the Northwest Florida State College Athletics department and the office of the Vice President for Student Affairs.

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- Sports teams and participation by gender.....pg. 4
- Athletic scholarship dollars awarded to female and male athletes.....pg. 5
- Average salaries of head and assistant coaches for women's and men's teams...pg. 6
- Number of head and assistant coaches for women's and men's teams.....pg. 7
- Revenues for women's and men's teams.....pg. 8
- Operating expenses for women's and men's teams.....pg. 9
- Overall expenses for women's and men's teams.....pg. 10

Total Institutional Undergraduate Population by Gender

Number of male and female full-time undergraduate students that attended the school.

Women	Men
981	659

Athletics Participation - Men's and Women's Teams

Varsity Teams	Men's Teams	Women's Teams
Baseball	29	
Basketball	12	12
Softball		18
Total Participants Men's and Women's Teams	41	30
Unduplicated Count of Participants	41	30

Athletically Related Student Aid - Men's and Women's Teams

	Men's Teams	Women's Teams	Total
Amount of Aid	290,702	307,401	598,103
Ratio (percent)	49	51	100%

Average Annual Salaries of Head and Assistant Coaches for Women’s and Men’s Teams

Sport by Gender	Head Coaches		Assistant Coaches	
	Women	Men	Women	Men
Avg. Salary per Coach	\$75,000	\$75,000	\$17,000	\$17,750
# of Coaches included	2	2	3	4
Avg. Salary per FTE	\$75,000	\$75,000	\$25,500	\$20,286
Sum of FTE used to calculate avg. salary	2	2	2	3.50
Volunteers	-	-	1	0

Number of Head and Assistant Coaches for Women's and Men's Teams

Women's Teams	Male Head Coaches				Female Head Coaches			
	FT coach	PT Coach	FT Employ	PT Employ	FT coach	PT Coach	FT Employ	PT Employ
Basketball	1	-	1	-	-	-	-	-
Softball	1	-	1	-	-	-	-	-
TOTAL	2	-	2	-	-	-	-	-
Men's Teams	Male Head Coaches				Female Head Coaches			
	FT coach	PT Coach	FT Employ	PT Employ	FT coach	PT Coach	FT Employ	PT Employ
Baseball	1	-	1	-	-	-	-	-
Basketball	1	-	1	-	-	-	-	-
TOTAL	2	-	2	-	-	-	-	-

Women's Teams	Male Assistant Coaches				Female Assistant Coaches			
	FT coach	PT Coach	FT Employ	PT Employ or Volunteer	FT coach	PT Coach	FT Employ	PT Employ or Volunteer
Basketball	-	1	-	2	-	1	-	1
Softball	-	-	-	-	1	-	1	-
TOTAL	-	1	-	2	1	1	1	1
Men's Teams	Male Assistant Coaches				Female Assistant Coaches			
	FT coach	PT Coach	FT Employ	PT Employ or Volunteer	FT coach	PT Coach	FT Employ	PT Employ or Volunteer
Baseball	1	1	1	1	-	-	-	-
Basketball	2	-	2	-	-	-	-	-
TOTAL	3	1	3	1	-	-	-	-

Revenues for Women's and Men's Teams

Sport	Women	Men
Baseball	-	\$398,113
Basketball	\$346,014	\$377,414
Softball	\$379,957	-
TOTAL	\$725,971	\$775,527
Percentage	48%	52%

Operating Expenses for Women's and Men's Teams

Sport	Women	Men
Baseball	-	\$89,179
Basketball	\$80,446	\$55,413
Softball	\$56,348	-
TOTAL	\$136,794	\$144,592
Percentage	49%	51%

Overall Expenses for Women's and Men's Teams

Sport	Women	Men
Baseball	-	\$391,911
Basketball	\$348,237	\$277,239
Softball	\$347,741	-
TOTAL	\$695,708	\$669,150
Percentage	49%	51%



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees
From: Dr. Devin Stephenson, President
Date: April 19, 2022
Re: 2022-2023 Dual Enrollment Articulation Agreements

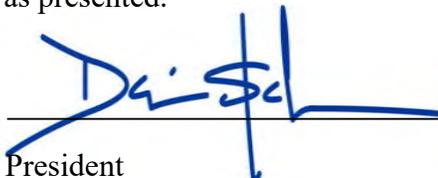
In accordance with F.S. § 1007.271(21), each district school superintendent and each public postsecondary institution president shall develop a comprehensive dual enrollment articulation agreement for the respective school district and postsecondary institution. The dual enrollment articulation agreement shall be completed and submitted annually by the postsecondary institution to the Department of Education on or before August 1 annually.

In preparation for the mandated annual submission of these articulation agreements to the Florida Department of Education, the College presents the following agreements for Academic Year 2023 for your review and approval.

1. Calvary Christian School
2. Destin High School
3. Holmes County Board of Education
4. Home Education
5. Lakewood Christian School
6. Northwest Florida State College Collegiate High School
7. Ohana Institute
8. Okaloosa County School District
9. Risen Star Academy
10. Rocky Bayou Christian School
11. Santa Rosa County School District
12. Seaside School, Inc. (Seacoast)
13. Walton County School District

RECOMMENDATION:

The Board of Trustees approves the dual enrollment articulation agreements for Academic Year 2023, as presented.



President

April 19, 2022

Date

**INTER-INSTITUTIONAL
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
NORTHWEST FLORIDA STATE COLLEGE AND
CALVARY CHRISTIAN ACADEMY**

This early college/dual enrollment articulation agreement between Northwest Florida State College (“College”) and Calvary Christian Academy is in effect from August 22, 2022 to July 31, 2023.

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

Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to students; or
- To increase the depth of study available for a particular subject.

This agreement may be amended or renewed from year-to-year by mutual agreement of the President of Northwest Florida State College and the administrator of Calvary Christian Academy.

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

1. Ratification

Under the dual enrollment program qualified Calvary Christian Academy high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal/designee, may enroll in college classes through Northwest Florida State College.

Coordination should be based on the conditions as outlined below. The successful completion of the college classes will allow the high school students to earn college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree.

2. Notification of Dual Enrollment Opportunities

Students and parents will be apprised of dual enrollment opportunities through cooperative effort of Calvary Christian Academy and the College to include public news releases, mailings, conferences, in school publicity and school or College websites. The college website is www.nwfsc.edu . The school will inform the students of the ability to earn college and high school credit simultaneously in a timely manner.

3. Course and Programs

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's *Dual Enrollment Course Equivalency List* that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf> on the Dual Enrollment webpage. Postsecondary adult vocational courses are available only on a limited basis and only with permission of the high school and the college. Dual enrollment is not available for those college or vocational credit courses offered as part of the core requirements of a limited admission program. Courses may be offered on the Niceville and Fort Walton Beach campuses, and at all college centers.

4. Participation Process

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private

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

The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester. Dual enrollment students are limited to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available.

Per the Florida Board of Education, students enrolled in Calvary Christian Academy who meet the dual enrollment eligibility requirements must be allowed to enroll in college credit courses designated as part of the state and local dual enrollment program. Students meeting the eligibility requirements for dual enrollment may register for approved college credit courses under the dual enrollment program by following these steps each term.

- a) New students only: Apply Online for Dual Enrollment Admission through the College website. Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of three business days for an application to process.
- b) Contact the NWFSC College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
- c) Consult the College website for course options.
- d) 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.
- e) Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students will fill out this form with their course selection during the registration period.
- f) Complete all sections of the Dual Enrollment Registration form and obtain the required signatures.

- g) The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
- h) Obtain an NWFSC Student ID Card.
- i) Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration to pick up textbooks.

5. Eligibility

College Credit Dual Enrollment

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

- a. In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
- b. The student must have a cumulative, grade-point average (GPA) 3.0 or higher on course work beginning with grade nine. Exceptions are not allowed to the required 3.0 unweighted cumulative grade point average.
- c. Students must take one of the approved placement tests. The student must meet the minimum required score of the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, social science or humanities course with a Gordon Rule writing or computation requirement or other course for which a Gordon Rule writing or computation course is a prerequisite.
- d. Students who have not met the minimum requirement for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.
- e. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
- f. College courses offered as part of the technical/core requirements in limited access programs such as dental assisting and Radiography, or programs with specific admissions requirements such as the Law Enforcement and Corrections Academies, are not available as dual enrollment unless agreed to by the college and the high school under separate agreement.

- g. Per the College catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.

Career Technical Credit Courses

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

- a. In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
- b. The student shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on course work beginning with grade nine.
- c. The student must have the permission of the designated school office and the Director of K-12 Partnerships.
- d. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon rule social science, or humanities course, or any courses which require English, math or reading prerequisites.
- e. Students must also satisfy all TABE testing requirements associated with career and technical certificate programs per Florida law and rule.

6. Grades and Awarding of Credits

Students earning passing grades in dual enrollment courses will receive both high school units creditable toward high school graduation and college credits applicable to an associate degree or other college program. For a three or four credit college course, a student would simultaneously earn the appropriate number of hours of college credit and ½ Carnegie units applicable toward high school graduation, except for those courses for which 1.0 Carnegie units are awarded per state guidelines and except for those courses in which enhanced instruction generates 1.0 Carnegie units.

The college will provide to the principal a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this agreement. Dual enrollment students will be able to view their grades online using RaiderNet. The student's final grade in the college course shall be posted to the student's

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

Student Transcripts

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

Navigating

Students enrolling in courses under this program will receive academic advising from Student Success Navigators at NWF State College. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the college via phone, chat, or in-person to schedule an appointment. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students. Students will have access to the Florida automated advising system (Florida Shines) through the Florida Shines website at: www.floridashines.org.

Tuition and Fees

Students registering for courses in this program will be assessed no tuition or fees; such fees will be paid by Calvary Christian Academy. Students are eligible for the dual enrollment fee exemption through the last term of their high school enrollment; graduating seniors are not eligible for dual enrollment status and fee exemption during the term immediately following their graduation date, even if the registration period or college classes begin prior to the student's actual graduation date.

7. Course and Program Standards

All courses included in the dual program are subject to the academic standards of the college, including, but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The College Vice President of Academic Affairs, the NWF State 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.

8. Exceptions to the Eligibility Requirements

Exceptions are not allowed to the required 3.0 unweighted cumulative high school grade point average.

9. Registration policies

Dual enrollment students must complete the electronic Dual Enrollment Registration Form and have obtained the appropriate signatures. The Dual Enrollment Registration Form will be processed in the order it is received during the approved registration period. Specific term information may be altered for dual classes taught at a secondary school site. General term information is published on the College web site www.nwfsc.edu. Section 11 of this document delineates withdrawal options for dual students.

10. Employment of Instructors

It is acknowledged that instructors assigned to teach courses under this agreement work for NWF State College during their teaching assignment. All instructors must submit official transcripts and be vetted by NWF State College hiring process. All instructors must complete training and orientation prior to each semester. While working for the college, the adjunct instructor will be a direct report to the chair/director of their discipline. 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, 2018 Edition.

Instructors in this program will maintain the same standards and rigor, use the same or comparable textbooks/instructional materials, work under the supervision of the appropriate college division director or department chair regarding their dual enrollment course objectives, and file a copy of their course syllabus with the director/department chair prior to the start of the term. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the college. The Northwest Florida State College director/department chair will consult with appropriate school/school personnel as needed.

11. Student Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook <https://catalog.nwfsc.edu/content.php?catoid=24&navoid=7381> . Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Calvary Christian Academy will provide grade point averages and approval for each student registered as a Calvary Christian Academy student. Students enrolling in the college courses under this program will have all of the rights and responsibilities associated with such enrollments. Their admission to the college will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or other special enrollment category.

Student Attendance

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the school. Students who do not meet the college's established attendance policy may be withdrawn from class by the instructor in accordance with such policy.

Student Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the

final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week.

Withdrawals require the student to complete the appropriate college form accessible from the Dual Enrollment webpage or by clicking here https://nwfstatecollege.formstack.com/forms/dual_enrollment_withdrawal_form . Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course he or she may not repeat that course under the dual program. Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Exceptions may be granted by mutual agreement between the high school and the college.

- 12. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i), F.S., shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:**

NWF State College is committed to providing equal opportunities to all students. Disability support services assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments for courses taken on any NWFSC location by registering with the Accommodations Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in district locations will be coordinated by the local high school.

- 13. Cost**

Instructors assigned to teach dual courses under this agreement will be employed by Northwest Florida State College for the specific college assignment. All instructors are paid by Northwest Florida State College. The cost of tuition and fees is the responsibility of Calvary Christian Academy, and Calvary Christian Academy agrees to this responsibility by execution of the Dual Enrollment Form titled “Early College/Dual Enrollment Form Northwest Florida State College. The Academy 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. In accordance with SB 52 (2021) Dual Enrollment Scholarship Program, NWFSC will submit a request for reimbursement for costs related to tuition and fees for participating students for the Fall 2022 and Spring 2023 terms through the Disbursement Eligibility Report (DER) by the designated time. Calvary Christian Academy will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible Calvary Christian Academy within 14 days of the receipt of the disbursement. Calvary Christian Academy agrees to remit payment within 21 days of the invoice date.

Instructional Materials

In accordance with SB 52 (2021) Dual Enrollment Scholarship Program, students will not be responsible for the cost of required instructional materials including textbooks, workbooks, and access codes associated with instruction. NWFSC will submit a request for reimbursement for instructional materials costs for participating students for the Fall 2022 and Spring 2023 terms through the Disbursement Eligibility Report (DER) by the designated time. Calvary Christian Academy will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible party Calvary Christian Academy within 14 days of the receipt of the disbursement. Calvary Christian Academy agrees to remit payment within 21 days of the invoice date.

FTE Funding

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

Transportation

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

Statutory Compliance

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

Annual Review of Agreement

The Administrator of Calvary Christian Academy and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: _____
Don Russell, Administrator
Calvary Christian Academy

Date

BY: _____
Dr. Devin Stephenson, President
Northwest Florida State College

Date

**INTER-INSTITUTIONAL
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
NORTHWEST FLORIDA STATE COLLEGE AND
DESTIN HIGH SCHOOL**

This early college/dual enrollment articulation agreement between Northwest Florida State College (“College”) and Destin High School is in effect from August 22, 2022 to July 31, 2023.

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

Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to students; or
- To increase the depth of study available for a particular subject.

This agreement may be amended or renewed from year-to-year by mutual agreement of the President of Northwest Florida State College and the administrator of the Destin High School.

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

1. Ratification

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

2. Notification of Dual Enrollment Opportunities

Students and parents will be apprised of dual enrollment opportunities through cooperative effort of Destin High School and the College to include public news releases, mailings, conferences, in-school publicity, and school or College websites. The college website is www.nwfsc.edu. Destin High School will inform the students of the ability to earn college and high school credit simultaneously in a timely manner.

3. Course and Programs

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's *Dual Enrollment Course Equivalency List* that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf> on the Dual Enrollment webpage. Postsecondary adult vocational courses are available only on a limited basis and only with permission of the high school and the college. Dual enrollment is not available for those college or vocational credit courses offered as part of the core requirements of a limited admission program. Courses may be offered on the Niceville and Fort Walton Beach campuses, and at all college centers.

4. Participation Process

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that is in compliance with s. 1002.42(2), F.S., and provides a secondary curriculum pursuant to s. 1003.4282, F.S. Students who are eligible for dual enrollment pursuant to this

section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester. Dual enrollment students are limited to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available.

Per the Florida Board of Education, students enrolled in Destin High School who meet the Dual Enrollment eligibility requirements must be allowed to enroll in college credit courses designated as part of the state and local dual enrollment program. Students meeting the eligibility requirements for dual enrollment may register for approved college credit courses under the dual enrollment program by following these steps each term.

- a) New students only: Apply Online for Dual Enrollment Admission through the College website. Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of three business days for an application to process.
- b) Contact the NWFSC College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
- c) Consult the College website for course options.
- d) 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.
- e) Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students will fill out this form with their course selection during the registration period.
- f) Complete all sections of the Dual Enrollment Registration form and obtain the required signatures.

- g) The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
- h) Obtain an NWFSC Student ID Card.
- i) Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration to pick up textbooks.

5. Eligibility

College Credit Dual Enrollment

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

- a. In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
- b. The student must have a cumulative, grade-point average (GPA) 3.0 or higher on course work beginning with grade nine. Exceptions are not allowed to the required 3.0 unweighted cumulative grade point average.
- c. Students must take one of the approved placement tests. The student must meet the minimum required score of the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, social science or humanities course with a Gordon Rule writing or computation requirement or other course for which a Gordon Rule writing or computation course is a prerequisite.
- d. Students who have not met the minimum requirement for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.
- e. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.

- f. College courses offered as part of the technical/core requirements in limited access programs such as dental assisting and Radiography, or courses and/or programs with specific admissions requirements such as the Law Enforcement and Corrections Academies, are not available as dual enrollment unless agreed to by the college and the high school under separate agreement.
- g. Per the College catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.

Career Technical Courses

Identification of students who are eligible to participate in postsecondary Career Technical courses will be made at each enrollment period according to the following criteria:

- a. In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
- b. The student shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on course work beginning with grade nine.
- c. The student must have the permission of the designated school office and the Director of K-12 Partnerships.
- d. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon rule social science, or humanities course, or any courses which require English, math or reading prerequisites.
- e. Students must also satisfy Test of Adult Basic Education (TABE) testing requirements associated with career and technical certificate programs per Florida law and rule.

6. Grades and Awarding of Credits

Students earning passing grades in dual enrollment courses will receive both high school units creditable toward high school graduation and college credits applicable to an associate degree or other college program. For a three or four credit college course, a student would simultaneously earn the appropriate number of hours of college credit and ½ Carnegie units applicable toward high school graduation, except for those courses for

which 1.0 Carnegie units are awarded per state guidelines and except for those courses in which enhanced instruction generates 1.0 Carnegie units.

The college will provide the principal a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this agreement. Dual enrollment students will be able to view their grades online using RaiderNet. The student's final grade in the college course shall be posted to the student's high school transcript. The high school will weigh the early college/dual enrollment courses the same way that they weigh advanced placement.

Student Transcripts

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

Navigating

Students enrolling in courses under this program may receive academic advising from Student Success Navigators at the College. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the College via phone, chat, or in-person to schedule an appointment. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students.

Tuition and Fees

Students registering for courses in this program will be assessed no tuition or fees; such fees will be paid by Destin High School. Students are eligible for the dual enrollment fee exemption through the last term of their high school enrollment; graduating seniors are not eligible for dual enrollment status and fee exemption during the term immediately following their graduation date, even if the registration period or college classes begin prior to the student's actual graduation date.

7. Course and Program Standards

All courses included in the dual program are subject to the academic standards of the college, including, but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The College Vice President 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.

8. Exceptions to the Eligibility Requirements

Exceptions are not allowed to the required 3.0 unweighted cumulative high school grade point average.

9. Registration policies

Dual enrollment students must complete the electronic Dual Enrollment Registration Form and have obtained the appropriate signatures. The Dual Enrollment Registration Form will be processed in the order it is received during the approved registration period. Specific term information may be altered for dual classes taught at a secondary school site. General term information is published on the College web site www.nwfsc.edu. Section 11 of this document delineates withdrawal options for dual students.

10. Employment of Instructors

It is acknowledged that instructors assigned to teach courses under this agreement work for the College during their teaching assignment. All instructors must submit official transcripts and be vetted by the College hiring process. All instructors must complete training and orientation prior to each semester. While working for the college, the adjunct instructor will be a direct report to the chair/director of their discipline. 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, 2018 Edition.

Instructors in this program will maintain the same standards and rigor, use the same or comparable textbooks/instructional materials, work under the supervision of the appropriate college division director or department chair regarding their dual enrollment course objectives, and file a copy of their course syllabus with the director/department chair prior to the start of the term. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the College. The College director/department chair will consult with appropriate school/school personnel as needed.

11. Student Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook <https://catalog.nwfsc.edu/content.php?catoid=27&navoid=8930> . Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Destin High School will provide grade point averages and approval for each student registered as a Destin High School student. Students enrolling in the college courses under this program will have all of the rights and responsibilities associated with such enrollments. Their admission to the College will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or other special enrollment category.

Student Attendance

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the school. Students who do not meet the College's established attendance policy may be withdrawn from class by the instructor in accordance with such policy.

Student Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week.

Withdrawals require the student to complete the appropriate college form accessible from the Dual Enrollment webpage or by clicking [here](https://nwfstatecollege.formstack.com/forms/dual_enrollment_withdrawal_form) . Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course he or she may not repeat that course under the dual program. Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Exceptions may be granted by mutual agreement between the high school and the college.

- 12. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i), F.S. shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:**

NWF State College is committed to providing equal opportunities to all students. Disability support services assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments for courses taken on any NWFSC location by registering with the Accommodations Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in district locations will be coordinated by the local high school.

- 13. Cost**

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

paid by Northwest Florida State College. The cost of tuition and fees is the responsibility of Destin High School, and Destin High School agrees to this responsibility by execution of the Dual Enrollment Form titled “Early College/Dual Enrollment Form Northwest Florida State College.” The School 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. In accordance with s. 1009.30, F.S. Dual Enrollment Scholarship Program, NWFSC will submit a request for reimbursement for costs related to tuition and fees for participating students for the Fall 2022 and Spring 2023 terms through the Disbursement Eligibility Report (DER) by the designated time. Destin High School will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible Destin High School within 14 days of the receipt of the disbursement. Destin High School agrees to remit payment within 21 days of the invoice date. Payment will be accepted at the time of registration.

Instructional Materials

In accordance with s. 1009.30, F.S. Dual Enrollment Scholarship Program, students will not be responsible for the cost of required instructional materials including textbooks, workbooks, and access codes associated with instruction. NWFSC will submit a request for reimbursement for instructional materials costs for participating students for the Fall 2022 and Spring 2023 terms through the Disbursement Eligibility Report (DER) by the designated time. Destin High School will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible party Destin High School within 14 days of the receipt of the disbursement. Destin High School agrees to remit payment within 21 days of the invoice date.

FTE Funding

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

Transportation

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

Statutory Compliance

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

Annual Review of Agreement

The Administrator of Destin High School and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: _____
Christine Cruickshank
Destin High School Principal

Date

BY: _____
Denise Fountain
Interim President of Destin High School, Inc.

Date

BY: _____
Dr. Devin Stephenson, President
Northwest Florida State College

Date

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

This early college/dual enrollment articulation agreement between Northwest Florida State College (“College”) and the Holmes County School District (“District”) is in effect from August 22, 2022 to July 31, 2023. Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to students; or
- To increase the depth of study available for a particular subject.

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

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

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

1. Ratification or modification of all existing articulation agreements

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

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

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

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

<https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf> or on the Dual

Enrollment webpage. A variety of courses will be available on the College campuses at Niceville and Ft. Walton Beach 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 College.

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

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in

postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that is in compliance with s. [1002.42\(2\)](#) and provides a secondary curriculum pursuant to s. [1003.4282](#). Students who are eligible for dual enrollment pursuant to this section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester. Dual enrollment students are limited to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available.

Students meeting the eligibility requirements for dual enrollment may register for approved college credit courses under the dual enrollment program by following these steps:

- a.** New students only: Apply Online for Dual Enrollment Admission through the College website. Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of three business days for an application to process.
- b.** Contact the NWFSC College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
- c.** Consult the College website for course options.
- d.** 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.
- e.** Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students will fill out this form with their course selection during the registration period.
- f.** Complete all sections of the Dual Enrollment Registration form and obtain the required signatures.

- g. The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
- h. Obtain an NWFSC Student ID Card.
- i. Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration to pick up textbooks.

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

Statute states that students must be in grades 6 – 12 and meet the eligibility requirements provided in s., 1007.271 (3), F.S., regarding GPA and placement testing. It also states, “Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction.”

Per the Florida Board of Education, students enrolled in the Holmes County School District who meets the dual enrollment eligibility requirements must be allowed to enroll in college credit courses designated as part of the state and local dual enrollment program.

General Dual Enrollment Admissions Guidelines

A student must be in grades ten (10), eleven (11), or twelve (12) to be eligible for Dual Enrollment courses and must maintain a 3.0 or higher college GPA to remain eligible for enrollment in online courses. Dual enrollment students are limited to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student’s first experience with college-level coursework be in the traditional face-to-face classroom environment when available.

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 (11th grade) and seniors (12th grade) are eligible to participate in college-credit courses during school hours, after school hours, and during the summer term.
- b.** Sophomore (10th grade) 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.
- 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 3.0 or above on high school course work.
- e.** Students must take one of the approved placement tests. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon rule social science or humanities course, or any courses which require English, math or reading prerequisites.
- f.** Students who have not met the minimum requirement for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.
- g.** 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.
- h.** Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
- i.** Dual enrollment students are limited to a total of three unsuccessful attempts in the dual enrollment program. An unsuccessful attempt is defined as a failing grade (F) or a withdrawal from a course.
- j.** College courses offered as part of the technical/core requirements in limited access programs such as Dental Assisting and Radiography, or programs with specific admissions requirements such as the Law Enforcement and Corrections Academies are not available as dual enrollment unless agreed to by the College and the District under separate agreement. Per the College catalog, upper

division coursework is restricted to students who have earned their AA or AS degree.

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

Career Technical Credit Dual Enrollment

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

- a. Juniors and seniors are eligible to participate in career technical during school hours, after school hours, and during the summer term.
- b. Sophomores are eligible to participate in career technical 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. (Exception in Appendix C)
- e. Students must pass the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon rule social science or humanities course, or any courses which require English, math or reading prerequisites.
- f. Students must also satisfy all TABE testing requirements associated with career technical certificate programs per Florida law and rule.

6. Delineation of the high school credit earned for the passage of each dual enrollment course

Students earning passing grades in dual enrollment courses will receive both high school units creditable toward high school graduation and college credits applicable to an associate degree or other college program. For a three or four credit college course, a student will simultaneously earn the appropriate number of hours of college credit and .5 Carnegie units applicable toward high school graduation, except for those courses for which 1.0 Carnegie units are awarded per state guidelines.

The College will provide to the principal and the appropriate District office a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this agreement. Dual enrollment students will be able to view their grades online using RaiderNet. The student's final grade in the college course shall be posted to the student's high school transcript. The District will weigh the early college/dual enrollment courses the same way that they weigh advanced placement and International Baccalaureate courses. Additional information about dual enrollment courses, equivalent high school credits, and high school subject area is included in Appendix A.

Student Transcripts

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

Navigating

Students enrolling in courses under this program may have the opportunity to receive academic advising from Student Success Navigators at NWF State College. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the college via phone, chat, or in-person to schedule an appointment. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students. 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, Student Success Navigators and dual enrollment personnel inform students and parents that dual enrolled students will be expected to participate fully in college courses. The curriculum, content evaluation of performance, and selection of

instructional material is the prerogative of the professor in accordance with college approved syllabi. All courses included in the dual program are subject to the academic standards of the College, including but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content.

The College Vice President of Academic Affairs, the College Curriculum Committee and respective divisions or departments of the College monitor the instructional quality of all college courses per institutional guidelines and the *Statement of Standards for Dual Enrollment/Early College Programs in the Florida Community College System*. Courses offered under the dual program meet or exceed the standards of the Southern Association of Colleges and Schools. All grades earned will be reported to the appropriate high school and posted to the Northwest Florida State College Transcript; hence the dual grades are part of the permanent postsecondary academic record.

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

Exceptions are not allowed to the required 3.0 unweighted cumulative high school grade point average.

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

Dual enrollment students must complete the electronic Dual Enrollment Registration Form and have obtained the appropriate signatures. The Dual Enrollment Registration Form will be processed in the order it is received during the approved registration period. Specific term information may be altered for dual classes taught at a secondary school site. General term information is published on the College web site www.nwfsc.edu. Section 12 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

It is acknowledged that instructors assigned to teach courses under this agreement work for the College during their teaching assignment. All instructors must submit official transcripts and be vetted by the College hiring process. All instructors must complete training and orientation prior to each semester. While working for the college, the adjunct instructor will

be a direct report to the chair/director of their discipline. 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, 2018 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. 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.

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

Students will be screened at each registration period according to the eligibility criteria in section five. The Dual Enrollment Registration Form with signature approval by a secondary school official will confirm eligibility; including cumulative high school GPA and ongoing college GPA requirements. Courses dropped during the schedule adjustment period (drop/add) do not appear on students transcripts. Withdrawal from a course 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 enrollment 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 or if students in this program become unconditionally admitted to the College or admitted under some other special enrollment category, they will be assessed the standard registration and lab/special tuition fees.

Student Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook: <https://catalog.nwfsc.edu/content.php?catoid=27&navoid=8930>. Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Students will be informed on the first day of class of the requirements and expectations for the course. This will include the course number, title, and number of credit hours; the required and optional materials; the course objectives; the items that will be graded and how they will be weighted; the method for determining the final grade; and the class policies for attendance, tardies, make-up work, classroom conduct, plagiarism and cheating, student rights and responsibilities, and cell phone use.

Student Attendance

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the District. Students who do not meet the instructor's established attendance policy may be withdrawn from class by the instructor in accordance with such policy. In addition, high schools may enforce their own policies regarding number of missed days, etc.

Student Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week.

Withdrawals require the student to complete the appropriate College form accessible from the Dual Enrollment webpage or by clicking here:

https://nwfstatecollege.formstack.com/forms/dual_enrollment_withdrawal_form. Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course, he or she may not repeat that course under the dual enrollment program. Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Withdrawal from a dual enrollment class is posted on a student's transcript and may have impact on future status in colleges or universities. Dual enrollment students are not permitted to register or withdraw online unless mutually agreed upon by the District and the College.

13. Responsibilities of the Florida College System institution regarding the transmission of student grades in dual enrollment courses to the District

Progress of dual enrollment students during a semester is monitored primarily at the class level through special software (RaiderNet). 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 account. The district and each high school will have midterm and final grades emailed to them. Continued participation in dual enrollment from one semester to the next is determined by the eligibility criteria in section five of this document.

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 District and the College. The District will be invoiced \$850 per credit hour plus mileage when a College instructor provides a course at a high school. 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 District. The District 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. The District will be invoiced \$2.33 or as state rule requires per student clock hour for dual students taking clock hour courses listed on Appendix C.

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 District 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 District. At the end of the semester all issued books and supplies will be returned to the bookstore and held by the bookstore. The District may reclaim the issued material at any time by written request. Outdated and damaged text books will be returned to the District. Specific to the courses listed in Appendix C, the District is responsible for the instructional materials as denoted above.

Use of Facilities

As part of the cooperative efforts between the District and the College, neither the District nor the College will charge the other for any use of their respective classroom facilities for courses offered under this program.

FTE Funding

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

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.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:

NWF State College is committed to providing equal opportunities to all students. The Accommodation Resource Center is able to assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments for courses taken on any NWFSC location by registering with the Accommodation Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in district locations will be coordinated by the local high school.

17. CHOICE Institute/Career Academies

Building upon the concepts of Tech Prep and the traditional accelerated mechanism of dual enrollment, the College will award college or vocational (career-technical) credit as appropriate to students who complete industry certification and/or coursework through an Okaloosa County CHOICE Institute or other career academy. Students seeking college credit must be admitted to the College and must complete the appropriate credit request processes. Credit shall be awarded upon verification of course completion and/or certification and may be contingent upon completion of subsequent college level courses, faculty interview, student demonstration, portfolio or other validation process.

Credits earned through this arrangement shall not be recorded on the student's college transcript until the student has completed at least fifteen credits of coursework at the College. The fifteen credits may be any combination of college credit, college preparatory credit, or career-technical credit. Credits earned through dual enrollment may be counted in satisfying this requirement. Determination of credits to be awarded through this arrangement rests with the College. Office of Academic Records and Enrollment and applicable Academic Department at NWF State College.

Collaboration in Teacher Preparation Activities

The District Articulation Committee will comprise a steering committee to develop plans and recommendations regarding mechanisms and strategies for improving the preparation of elementary, middle, and high school teachers. The primary goal of the plan will be effective collaboration among school districts, postsecondary institutions, and practicing educators to improve teaching in Florida's public schools. The plans and recommendations will address professional development activities that focus upon local and state needs and that respond to state, national and district policy and program priorities; among the areas to be targeted are technology, English for Speakers of other Languages (ESOL) and Next Generation Sunshine State Standards applicable to science, and Benchmark for Excellence of Student Thinking (BEST) Standards in mathematics.

In addition, the College will work with the appropriate District personnel to develop content for and to disseminate information on subject area workshops, Florida Teacher Certification Exam (FTCE) review classes, and similar activities.

Statutory Compliance

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

Annual Review of Agreement

The Superintendent of Schools and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: _____
Buddy L. Brown, Superintendent Date _____

BY: _____
Wilburn Baker, Chair Date _____
The School Board of Holmes County, FL

BY: _____
Dr. Devin Stephenson, President Date _____
Northwest Florida State College

APPENDIX A

DUAL ENROLLMENT COURSES, EQUIVALENT HIGH SCHOOL CREDITS AND HIGH SCHOOL SUBJECT AREA

- Per Florida rule and statute, all courses listed on the “Florida Department of Education Dual Enrollment Course List” (state list) and that are offered by the College shall be included in the dual enrollment program defined in this agreement.
- Should the Florida Common Course Numbering System (SCNS) institute a course number change for any of the courses on the state list, the revised course number shall replace the original number per SCNS guidelines and implementation of the change by the College.
- High school credits awarded for successful completion of dual enrollment courses shall conform to the state list.
- Dual enrollment courses shall be applicable to high school subject area requirements according to the state list.
- Per Florida statute and rule, dual enrollment credits shall be weighted by the high schools in the same manner as advanced placement courses when grade point averages are calculated. An alternative grade calculation or weighting system that discriminates against dual enrollment courses shall not be used.

APPENDIX B

PLAN FOR DUAL ENROLLMENT STUDENT ACADEMIC ADVISING

Academic advising for students participating in the dual enrollment program shall consist of the following components:

1. At or near the start of the student's first term of enrollment, the student should contact a Student Success Navigator for an in-person or virtual advising session.
2. As part of the advising session the following topics will be covered:
 - College program options/planning and selecting a college major.
 - College Course-Level Expectations, including, but not limited to:
 - Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on his/her College transcript,
 - All grades, including "W" for withdrawal, become a part of the student's permanent College transcript and may affect subsequent postsecondary admissions.
 - While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
 - The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
3. The high school counselor will insure the inclusion of dual enrollment course plans in the dual enrolled student's Electronic Personal Educational Planner (ePEP) using the online student advising system available through www.FLVC.org as required by 1003.413(3)(i), Florida Statutes, to minimize enrollment in a random selection of college courses.
4. Dual enrolled students will have the same access to advising and program planning tools and resources that traditional College students have.
5. Students will be provided access to a qualified Student Success Navigator (dual enrollment coordinator, academic advisor, counselor, etc.) on an appointment basis throughout the year.
6. The College will work with the individual high schools to offer on-site planning and sessions conducted jointly by the College and the high school staff.
7. The College will provide workshops for District staff on various advising and advising-related topics on an as-needed basis.

APPENDIX C
CAREER TECHNICAL COURSES

<http://origin.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf>

NWFSC Aviation Airframe Mechanics (CCP) (AIRF)

Subject	Course	Title	Clock Hours	High School Credit
AMT	0701	Aviation Maintenance Tech General I	110	.5
AMT	0702	Aviation Maintenance Tech General II	110	.5
AMT	0703	Aviation Maintenance Tech General III	110	.5
AMT	0704	Aviation Maintenance Tech General IV	120	.5

Successful completion of these four courses earns a student 450 of 1350 clock hours toward the Aviation Airframe Mechanics (CCP) (AIRF).

Required GPA: 2.5 cumulative unweighted high school GPA

Tuition:

Holmes County School District will be invoiced \$2.33 per clock hour for courses students take from the list above.

Textbooks:

The cost of textbooks will be the responsibility of the District, as indicated in section 14 under the heading Instructional Materials.

Exam Fees:

For the 2022-23 year, NWFSC will use existing grant funds to cover the General Exam fee of \$575 for students who express a desire to continue in the program and meet 80% Performance level on the final exam for Course 0704. NWFSC will retain any CAPE funds obtained. This agreement will be reviewed annually.

Consumable Instructional Fees:

For the 2022-23 year, NWFSC will use existing grant funds to cover the Consumable Instructional Fees. This agreement will be reviewed annually.

- AMT 0701 - \$22.00
- AMT 0702 - \$75.00
- AMT 0703 - \$100.00
- AMT 0704 - \$50.00

APPENDIX C continued
CAREER TECHNICAL COURSES

<http://origin.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf>

NWFSC WELDING – BASIC

Subject	Course	Title	Clock Hours	High School Credit	Term/Year	Instructional Time
PMT	0134C	Gas Metal Arc Welding (GMAW)	60	.5	Fall I	2hrs 15 minutes – 5 days a week
PMT	0143C	Flux-Core Arc Welding	120	.5	Fall I	
PMT	0138C	Gas Tungsten Arc Welding	120	.5	Spring I	1 hr 30 min
PMT	0121C	Basic Shielded Metal Arc Welding (SMAW)	120	.5	Fall II	1 hr 30 min
PMT	0126C	Intermediate Shielded Metal Arc Welding (SMAW)	90	.5	Spring II	1 hr 15 min

Completion of these courses earns a student 510 clock hours of the 1050 clock hours of the Welding Basic Program.

Tuition: Holmes County School District will be invoiced \$2.33 per clock hour for courses students take listed in the list above for the 2022-23 school year.

Consumable Supply Fees: Holmes Co. School District will be responsible for the Consumable Fees for the courses list above for the 2022-23 school year.

Fall I:

PMT 0134C - \$128.00

PMT 0143C - \$560.00

\$688.00

\$1,044.00

Spring I

PMT 0138C - \$356.00

\$356.00

Yr 1:

Fall II:

PMT 0121C - \$192.00

\$598.00

Spring II

PMT 0126C - \$406.00

Yr. 2:

Total \$1642.00

Tool kits: NWFSC will provide tools needed for student use; NWFSC will maintain ownership.

Exams: NWFSC will use existing grant funds to cover exam fees. The college will retain the CAPE funding.

PMT 0126C - \$150.00

PMT 0143C - \$150.00

WELDING BASIC SUMMARY:

EXPENDITURE	HOLMES COUNTY SCHOOL DISTRICT	NWFSC
<p>TUITION Clock Hours X \$2.33</p> <p>PMT 0134C – 60 HRS. PMT 0143C – 120 HRS. PMT 0138C – 120 HRS. PMT 121C – 120 HRS. PMT 126C – 90 HRS.</p>	<p>District will pay the Tuition</p>	
<p>CONSUMABLE SUPPLY FEES</p> <p>PMT 0134C – 128.00 PMT 0143C – 560.00 PMT 0138C – 356.00 PMT 121C – 192.00 PMT 126C – 406.00</p>	<p>District will pay the Consumable Supply Fees</p>	
<p>INSTRUCTIONAL MATERIALS</p>	<p>District will pay for the Instructional Materials as outlined in Section 14 of the Articulation Agreement.</p>	
<p>TOOLKITS</p>		<p>NWFSC will provide tools needed for student use; NWFSC will maintain ownership.</p>
<p>EXAMS</p> <p>PMT 0126C - \$150.00 PMT 0143C - \$150.00</p>		<p>NWFSC will use existing grant funds to cover exam fees.</p> <p>Note: NWFSC will retain CAPE funding.</p>

INTER-INSTITUTIONAL EARLY COLLEGE/DUAL ENROLLMENT
ARTICULATION AGREEMENT
BETWEEN
NORTHWEST FLORIDA STATE COLLEGE AND THE
HOME EDUCATION PARENT OR GUARDIAN

This early college/dual enrollment articulation agreement between Northwest Florida State College ("College") and the home education parent or guardian is in effect from August 22, 2022 to July 31, 2023.

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

Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to students; or
- To increase the depth of study available for a particular subject.

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

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

1. Ratification

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

2. Notification of Dual Enrollment Opportunities

Students and Parents will be apprised of dual enrollment opportunities through the College website, social media, and NWFSC college-wide marketing efforts. The college website is www.nwfsc.edu.

3. Course and Programs

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather

than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's Dual Enrollment Course Equivalency List that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>. Dual enrollment is not available for those college or vocational credit courses offered as part of the core requirements of a limited admission program. Courses may be offered on the Niceville and Fort Walton Beach campuses and at all college centers.

4. Participation Process

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that is in compliance with s. 1002.42(2), F.S., and provides a secondary curriculum pursuant to s. 1003.4282, F.S. Students who are eligible for dual enrollment pursuant to this section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester. Dual enrollment students may take up to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available.

Per the Florida Board of Education, students enrolled in a Home Education Program 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.

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

- a. New students only: Apply Online for Dual Enrollment Admission through the College website. Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of three business days for an application to process.
- b. Contact the NWFSC College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
- c. Consult the College website for course options.
- d. Consult with the parent/guardian serving as high school counselor to confirm that the desired courses will meet graduation requirements and will be posted to the high school transcript.

- e. Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students will fill out this form with their course selection during the registration period.
- f. Complete all sections of the Dual Enrollment Registration form and obtain the required signatures.
- g. The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
- h. Obtain an NWFSC Student ID Card.
- i. Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration to pick up textbooks.

4. Eligibility

General Dual Enrollment Guidelines

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

- a. In general, students may participate in college-credit courses beginning the summer following their successful completion of their 9th grade school year.
- b. Students must be officially enrolled in a home education program and submit a copy of the current Legal Compliance and Eligibility Form that is on file with the school district.
- c. Students must have at least 5 high school credits to participate in dual enrollment.
- d. The student shall have a cumulative, grade-point average (GPA) 3.0 or above on high school course work.
- e. Students must take one of the approved placement tests. The student must meet the minimum required score of the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, social science or humanities course with a Gordon Rule writing or computation requirement or other course for which a Gordon Rule writing or computation course is a prerequisite.
- f. Students who have not met the minimum requirement for 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 the minimum is met for all areas of the test.
- g. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
- h. College courses offered as part of the technical/core requirements in limited access programs such as dental assisting and Radiography, or courses and/or programs with specific admissions requirements such as the Law Enforcement and Corrections

Academies, are not available as dual enrollment unless agreed to by the college and the high school under separate agreement.

- i. Per the College catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.

Career Technical Courses

Identification of students who are eligible to participate in postsecondary career technical courses will be made at each enrollment period according to the following criteria:

- a. In general, students may participate in college-credit courses beginning the summer following the successful completion of their 9th grade school year.
- b. The student shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on high school course work.
- c. The student must have the permission of the parent or guardian and the Director of K-12 Partnerships.
- d. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon rule social science or humanities course, or any courses which require English, math or reading prerequisites.
- e. Students must also satisfy all TABE testing requirements associated with career and technical certificate programs per Florida law and rule.

5. Grades and Awarding of Credits

Students earning passing grades in dual enrollment courses will receive both high school units creditable toward high school graduation and college credits applicable to an associate degree or other college program. For a three or four credit college course, a student would simultaneously earn the appropriate number of hours of college credit and 1/2 Carnegie units applicable toward high school graduation, except for those courses for which 1.0 Carnegie units are awarded per state guidelines and except for those courses in which enhanced instruction generates 1.0 Carnegie units. Home Education students will be able to view their grades online using RaiderNet.

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 RaiderNet.

Navigating

Students enrolling in courses under this program may receive academic advising from Student Success Navigators at the College. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the college via phone, chat, or in-person to schedule an appointment.

Tuition and Fees

Students registering for courses in this program will be assessed no tuition or fees; such fees will be exempted by the college. Students are eligible for the dual enrollment fee exemption through the last term of their high school enrollment; graduating seniors are not eligible for dual enrollment status and fee exemption during the term immediately following their graduation date, even if the registration period or college classes begin prior to the student's actual graduation date.

6. Course and Program Standards

All courses included in the dual program are subject to the academic standards of the college, including but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The College Vice President 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.

7. Exceptions to the Eligibility Requirements

Exceptions are not allowed to the required 3.0 unweighted cumulative high school grade point average.

8. Registration policies

Dual enrollment students must complete the electronic Dual Enrollment Registration Form and have obtained the appropriate signatures. The Dual Enrollment Registration Form will be processed in the order it is received during the approved registration period.

9. Responsibilities of the home education parent/guardian regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student's performance while participating in the dual enrollment program.

Home Education parents/guardians will provide grade point averages and approval for each student registered as a Home Education Student. Students enrolling in the college courses under this program will have all of the rights and responsibilities associated with such enrollments. Their admission to the college will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or other special enrollment category. When/if students in this program become unconditionally admitted to the college

or admitted under some other special enrollment category, they will be assessed the standard registration and lab/special tuition fees.

10. Student Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook: <https://catalog.nwfsc.edu/content.php?catoid=27&navoid=8930>. Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Student Attendance

Regular and prompt attendance in all classes is expected. All instructors are free to establish attendance policies for their classes. It is the student's responsibility to notify the instructor and plan to complete any missed work. Make-up work is offered solely at the discretion of the instructor.

Student Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week.

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.

11. **For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:**

NWF State College is committed to providing equal opportunities to all students. Disability support services assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments for courses taken on any NWFSC location by registering with the Accommodations Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in district locations will be coordinated by the local high school.

12. **Instructional Materials**

There is no cost to the student for tuition or instructional materials such as textbooks, non-consumable workbooks, and course access codes.

13. **FTE Funding**

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

14. **Transportation**

Students enrolling for college courses will be responsible for providing their own transportation. Parking permits are available after a student has been scheduled for classes. Parking Permits may be picked up at various College locations and must be displayed on the rear view mirror of the vehicle when parking at the College. Student parking is designated with white lines.

Statutory Compliance

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

Annual Review of Agreement

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

BY: _____
Dr. Devin Stephenson, President
Northwest Florida State College

Date

APPENDIX A

DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don't know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment. <https://info.fldoe.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf>

HOME EDUCATION ARTICULATION AGREEMENT
SIGNATURE PAGE

This agreement may be amended or renewed from year-to-year by the President of Northwest Florida State College. By signing this agreement I acknowledge that I have read the Inter-institutional Early College/Dual Enrollment Articulation Agreement and that I agree to all the terms of agreement for the 2022-2023 school year.

NWFSC Student Number N_____

Student Printed Name

Student Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Phone Number

Parent/Guardian email

Updated March 28, 2022

**INTER-INSTITUTIONAL
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
NORTHWEST FLORIDA STATE COLLEGE AND
LAKEWOOD CHRISTIAN SCHOOL**

This early college/dual enrollment articulation agreement between Northwest Florida State College (“College”) and Lakewood Christian School is in effect from August 22, 2022 to July 31, 2023. This articulation agreement details selected cooperative endeavors between Lakewood Christian School and Northwest Florida State College in the area of dual enrollment. In an effort to enhance educational opportunities throughout the county, the college and the high school may expand their partnerships to activities beyond those listed here, using supplemental agreements as appropriate.

Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to students; or
- To increase the depth of study available for a particular subject.

This agreement may be amended or renewed from year-to-year by mutual agreement of the President of Northwest Florida State College and the administrator of Lakewood Christian School.

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

1. Ratification

Under the dual enrollment program qualified Lakewood Christian School high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal/designee, may enroll in college classes through Northwest Florida State College. Coordination should be based on the conditions as outlined below. The successful

completion of the college classes will allow the high school students to earn college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree.

2. Notification of Dual Enrollment Opportunities

Students and parents will be apprised of dual enrollment opportunities through cooperative effort of Lakewood Christian School and the College to include public news releases, mailings, conferences, in school publicity and school or College websites. The college website is www.nwfsc.edu . The school will inform the students of the ability to earn college and high school credit simultaneously in a timely manner.

3. Course and Programs

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's *Dual Enrollment Course Equivalency List* that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf> on the Dual Enrollment webpage. Postsecondary adult vocational courses are available only on a limited basis and only with permission of the high school and the college. Dual enrollment is not available for those college or vocational credit courses offered as part of the core requirements of a limited admission program. Courses may be offered on the Niceville and Fort Walton Beach campuses and at all college centers.

4. Participation Process

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. An eligible secondary student is a student who is

enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that follows s. 1002.42(2), F.S., and provides a secondary curriculum pursuant to s. 1003.4282, F.S. Students who are eligible for dual enrollment pursuant to this section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester. Dual enrollment students are limited to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available.

Per the Florida Board of Education, students enrolled in Lakewood Christian School who meet the dual enrollment eligibility requirements must be allowed to enroll in college credit courses designated as part of the state and local dual enrollment program. Lakewood Christian School students meeting the eligibility requirements may register for approved college courses under the dual enrollment program by following these steps each term:

- a) New students only: Apply Online for Dual Enrollment Admission through the College website. Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of three business days for an application to process.
- b) Contact the NWFSC College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
- c) Consult the College website for course options.
- d) 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.
- e) Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students will fill out this form with their course selection during the registration period.
- f) Complete all sections of the Dual Enrollment Registration form and obtain the required signatures.

- g) The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
- h) Obtain an NWFSC Student ID Card.
- i) Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration to pick up textbooks.

5. Eligibility

College Credit Dual Enrollment

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

- a. In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
- b. The student must have a cumulative, grade-point average (GPA) 3.0 or higher on course work beginning with grade nine. Exceptions are not allowed to the required 3.0 unweighted cumulative grade point average.
- c. Students must take one of the approved placement tests. The student must meet the minimum required score of the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, social science or humanities course with a Gordon Rule writing or computation requirement or other course for which a Gordon Rule writing or computation course is a prerequisite.
- d. Students who have not - met the minimum requirement for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.
- e. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
- f. College courses offered as part of the technical/core requirements in limited access programs such as dental assisting and Radiography, or programs with specific admissions requirements such as the Law Enforcement and Corrections Academies, are not available as dual enrollment unless agreed to by the college and the high school under separate agreement.
- g. Per the College catalog, upper division coursework is restricted to students who have earned their AA or AS degree.

Career Technical Credit Courses

Identification of students who are eligible to participate in postsecondary Career Technical courses will be made at each enrollment period according to the following criteria:

- a. In general, students may participate in college-credit courses beginning the summer between their tenth (10th) and eleventh (11th) grade years.
- b. The student shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on course work beginning with grade nine.
- c. The student must have the permission of the designated school office and the Director of K-12 Partnerships.
- d. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon rule social science or humanities course, or any courses which require English, math or reading prerequisites.
- e. Students must also satisfy all TABE testing requirements associated with career and technical certificate programs per Florida law and rule.

6. Grades and Awarding of Credits

Students earning passing grades in dual enrollment courses will receive both high school units creditable toward high school graduation and college credits applicable to an associate degree or other college program. For a three or four credit college course, a student would simultaneously earn the appropriate number of hours of college credit and ½ Carnegie units applicable toward high school graduation, except for those courses for which 1.0 Carnegie units are awarded per state guidelines and except for those courses in which enhanced instruction generates 1.0 Carnegie units.

The college will provide to the principal a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this agreement. Dual enrollment students will be able to view their grades online using RaiderNet. The student's final grade in the college course shall be posted to the student's high school transcript. The high school will weigh the early college/dual enrollment courses the same way that they weigh advanced placement.

Student Transcripts

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

Navigating

Students enrolling in courses under this program may receive academic advising from Student Success Navigators at NWF State College. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the college via phone, chat, or in-person to schedule an appointment. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students.

Tuition and Fees

Students registering for courses in this program will be assessed no tuition or fees; such fees will be paid by Lakewood Christian School. Students are eligible for the dual enrollment fee exemption through the last term of their high school enrollment; graduating seniors are not eligible for dual enrollment status and fee exemption during the term immediately following their graduation date, even if the registration period or college classes begin prior to the student's actual graduation date.

7. Course and Program Standards

All courses included in the dual program are subject to the academic standards of the college, including but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The College Vice President of Academic Affairs, the NWFSC Curriculum Committee, and respective divisions or departments of the college monitor the instructional quality of all college courses per institutional guidelines and the Statement of Standards for Dual Enrollment/Early College Programs in the Florida Community College System. Courses offered under the dual program meet or exceed the standards of the Southern Association of Colleges and Schools.

8. Exceptions to the Eligibility Requirements

Exceptions are not allowed to the required 3.0 unweighted cumulative high school grade point average.

9. Registration policies

Dual enrollment students must fill the electronic Dual Enrollment Registration Form and have obtained the appropriate signatures. The Dual Enrollment Registration Form will be processed in the order it is received during the approved registration period. Section 11 of this document delineates withdrawal options for dual students.

10. Employment of Instructors

It is acknowledged that instructors assigned to teach courses under this agreement work for the College during their teaching assignment. All instructors must submit official transcripts and be vetted by the College hiring process. All instructors must complete training and orientation prior to each semester. While working for the College, the adjunct instructor will be a direct report to the chair/director of their discipline. 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, 2018 Edition.

Instructors in this program will maintain the same standards and rigor, use the same or comparable textbooks/instructional materials, work under the supervision of the appropriate college division director or department chair regarding their dual enrollment course objectives, and file a copy of their course syllabus with the director/department chair prior to the start of the term. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the college. The College director/department chair will consult with appropriate school/school personnel as needed.

11. Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook <https://catalog.nwfsc.edu/content.php?catoid=24&navoid=7381> . Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Lakewood Christian School will provide grade point averages and approval for each student registered as a Lakewood Christian School student. Students enrolling in the college courses under this program will have all of the rights and responsibilities associated with such enrollments. Their admission to the college will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or other special enrollment category. When/if students in this program become unconditionally admitted to the college or admitted under some other special enrollment category, they will be assessed the standard registration and lab/special tuition fees.

Student Attendance

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the school. Students who do not meet the instructor's established attendance policy may be withdrawn from class by the instructor in accordance with such policy.

Student Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week.

Withdrawals require the student to complete the appropriate college form accessible from the Dual Enrollment webpage or by clicking here https://nwfstatecollege.formstack.com/forms/dual_enrollment_withdrawal_form . Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course he or she may not repeat that course under the dual program. Students who

have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Exceptions may be granted by mutual agreement between the high school and the college.

12. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:

NWF State College is committed to providing equal opportunities to all students. Disability support services assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments for courses taken on any NWFSC location by registering with the Accommodations Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in district locations will be coordinated by the local high school.

13. Cost

Instructors assigned to teach dual courses under this agreement will be employed by Northwest Florida State College for the specific college assignment. All instructors are paid by Northwest Florida State College. The School 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 cost of tuition and fees is the responsibility of Lakewood Christian School, and Lakewood Christian School agrees to this responsibility by execution of the Dual Enrollment Form titled “Early College/Dual Enrollment Form Northwest Florida State College. In accordance with s. 1009.30, F.S., Dual Enrollment Scholarship Program, NWFSC will submit a request for reimbursement for costs related to tuition and fees for participating students for the Fall 2022 and Spring 2022 terms through the Disbursement Eligibility Report (DER) by the designated time. Lakewood Christian School will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible Lakewood Christian School within 14 days of the receipt of the disbursement. Lakewood Christian School agrees to remit payment within 21 days of the invoice date. Payment will be accepted at the time of registration.

Instructional Materials

In accordance with s. 1009.30, F.S., Dual Enrollment Scholarship Program, students will not be responsible for the cost of required instructional materials including textbooks, workbooks, and access codes associated with instruction. NWFSC will submit a request for reimbursement for instructional materials costs for participating students for the Fall 2022 and Spring 2023 terms through the Disbursement Eligibility Report (DER) by the designated time. Lakewood Christian School will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible party Lakewood Christian School within 14 days of the receipt of the disbursement. Lakewood Christian School agrees to remit payment within 21 days of the invoice date.

FTE Funding

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

Transportation

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

Statutory Compliance

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

Annual Review of Agreement

The Administrator of Lakewood Christian School and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: _____
Dr. Ashleigh Moore, Administrator
Lakewood Christian School

Date

BY: _____
Dr. Devin Stephenson, President
Northwest Florida State College

Date

Updated March 28, 2022

**EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
NORTHWEST FLORIDA STATE COLLEGE
AND COLLEGIATE HIGH SCHOOL AT NWFSC**

This early college/dual enrollment articulation agreement between Northwest Florida State College (the “College”) and the Collegiate High School at NWFSC is in effect from August 22, 2022 to July 31, 2023. Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to students; or
- To increase the depth of study available for a particular subject.

This Agreement will be reviewed each year. This agreement may be amended or renewed from year-to-year by mutual agreement of the President of Northwest Florida State College and the Principal of the Collegiate High School.

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 CHS students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal/designee, may enroll in college classes. The successful completion of the college classes will allow CHS students to earn college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree.

2. CHS Open Admission Policy

The Collegiate High School at NWFSC is open to students' grades 9-12 who attend an Okaloosa County public, private, or home-education program. Collegiate High School is also open to students' grades 9-12 who attend a Florida public, private, or home-education program with an inter-district agreement with the Okaloosa County School System. Students will be considered for admission without regard to race, religion, national origin, gender or physical disability. Ninth grade students entering CHS during the 22-23 Academic School year will be a new cohort and will be pursuing an A.S. degree. Students' grades 10-12 will continue to pursue the A.A. degree. The school has an open admissions policy. If the number of eligible applicants exceeds the capacity of a program, grade level, class or building, all students shall have an equal chance of admission through a random lottery selection process. The Collegiate High School Governing Board determines the capacity for each admission period.

Once an applicant has been admitted to the school and has accepted the invitation to enroll, he/she is not required to reapply to the school for admission for future enrollment periods unless the student has officially declined to enroll or has officially withdrawn from the school.

3. Eligible Applicants

An eligible applicant is a student who meets the elements of paragraph 2 above and who has submitted a completed application packet by the established deadline. A completed application packet includes the following items, with appropriate signatures.

- Collegiate High School Participation Agreement
- Student Information Data Entry Form
- Northwest Florida State College Application for Admission
- Northwest Florida State College Residency Classification Form
- Student Health Information Form

- Social Security Number Verification Form
- English for Speakers of Other Languages/ Intensive English Education Form
- Report of Previous Expulsions, Arrests, Juvenile Justice Actions
- Official High School Transcripts from all high schools attended.
- Official College Transcripts from all colleges attended (if applicable)
- Official ACT, SAT or PERT Placement Scores within the past two years.

4. Admission to Programs

The school offers two programs of study, Pre-collegiate and Collegiate/Dual Enrollment. Once a student has been admitted and enrolled at the school, he/she may move between programs (as appropriate per the program eligibility criteria) without repeating the full admission application process. A home-education student wishing to graduate and earn a diploma from the Collegiate High School must meet all graduation requirements of the Collegiate High School and must provide evidence that they have notified the appropriate school district in which they would normally attend that they will withdraw their status as a home education student. A student may not be classified as a home-education student and enrolled and graduate from the Collegiate High School.

PRE-COLLEGIATE PROGRAM	COLLEGIATE PROGRAM
<ul style="list-style-type: none"> ✓ Completed the Collegiate High School at NWFSC Application received by the established deadline. ✓ Eligibility for grade level of 10 by the last day of the 2019-2020 school year in the public school system the applying student resides. ✓ Applicant must have earned the following credits by the last day of the 2019-2020 school year in the public school system the applying student resides: ✓ Five credits for 10th grade, to include a 9th grade English, and an Algebra I credit*. 	<ul style="list-style-type: none"> ✓ Completed Collegiate High School at NWFSC Application received by the established deadline ✓ Eligibility for grade level of 10, 11, or 12 by the last day of the 2019-2020 school year in the public school system the applying student resides. ✓ Applicant must have earned the following credits by the last day of the 2019-2020 school year in the public school system the applying student resides: ✓ Five credits for 10th grade, to include a 9th grade English, and an Algebra I credit*. ✓ Ten credits for 11th grade to include 9th and 10th grade English and an Algebra I credit*. ✓ Seventeen credits for 12th grade

<ul style="list-style-type: none"> · Ten credits for 11th grade to include 9th and 10th grade English and an Algebra I credit*. · Seventeen credits for 12th grade *Florida public schools' passing End of Course score is included for Algebra I credit **After admission to the Collegiate High School all Algebra I credits for nonpublic and/or out of state schools that do not include a comprehensive exit exam will be pending until the successful completion of the Florida Algebra I End of Course exam. · End of 9th grade, in the 2022-2023 SY, the students will earn twelve hours credit= two CTE · End of 9th grade, in the 2022-2023 SY, the students will earn four credits (one English, one math, one history, and one science) 	<ul style="list-style-type: none"> · Minimum unweighted high school GPA of 3.00 for all credits earned as of the close of the previous semester · Minimum college level placement scores in English, Math and reading as documented by valid ACT, SAT and/or PERT scores. (Eligibility will be determined by using the highest scores from the subtests of any ACT, SAT or PERT exams taken within the last two years.) · *Florida public schools' passing End of Course score is included for Algebra I credit · **After admission to the Collegiate High School all Algebra I credits for nonpublic and/or out of state schools that do not include a comprehensive exit exam will be pending until the successful completion of the Florida Algebra I End of Course exam.
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5. Delineation of courses and programs available to students eligible to participate in dual enrollment

Courses available to CHS 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 <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf> . A variety of courses will be available on the College Niceville campus.

CHS students will not be allowed to take online classes without the recommendation of the high CHS school counselor and the approval of the Principal.

Courses may be offered in the high school by invitation and mutual agreement of CHS and the College. Courses offered in the high schools may be scheduled on a flexible, rotating, and staggered basis to meet the needs of high school students and to complement the high school

curriculum while maintaining the integrity of the college courses; however, these college courses may not be combined with any high school course.

6. Acceleration Mechanisms – Dual Enrollment

Students may participate in those accelerated mechanisms defined in Florida Statute and available at NWFSC. The parameters of the Northwest Florida State College and the Collegiate High School at NWFSC Dual Enrollment Program, per the Inter-district Articulation Agreement, are determined by the Collegiate High School Governing Board. Eligibility to participate in the dual enrollment program is defined in the school charter.

The courses available to Collegiate High School students may be different for other Okaloosa County School District secondary students. All college credit courses offered at NWFSC, except for those with fewer than three credits and for physical education activity courses, are eligible for dual enrollment by Collegiate High School students. CHS students must meet all placement testing requirements associated with the course and unless exempted by the appropriate NWFSC administrator, must also meet all course prerequisites and co-requisites.

Ninth, tenth, eleventh and twelfth grade collegiate students may participate fully in all dual enrollment options available under Florida Statute. Ninth, tenth, eleventh and twelfth grade pre-collegiate charter students may participate in dual enrollment classes on a limited basis depending on GPA and placement scores.

Unless otherwise stipulated by the State Articulation Coordinating Committee, the Collegiate High School at NWFSC Curriculum Committee, upon recommendation to the NWFSC Vice President of Academic Affairs, determines the manner in which specific college courses may be school graduation requirements.

7. Career Technical Dual Enrollment

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

- a) Freshman, juniors and seniors are eligible to participate in Career Technical credit courses during school hours, after school hours, and during the summer term.
- b) Sophomores are eligible to participate in Career Technical credit courses after school hours or during the summer term due to the rigorous requirements of the Collegiate HS schedule during the sophomore year.
- c) Students shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on high school course work, or the recommendation of the principal and the approval of the College if the GPA is less than 2.0.
- d) Students must pass the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, Gordon rule social science or humanities course, or any courses which require English, Math or reading prerequisites.
- e) Students must also satisfy all TABE testing requirements associated with career technical certificate programs per Florida law and rule.

8. 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 a report of mid-term grades for fall and spring terms and

final grades each term for students enrolled under the provisions of this agreement. Dual Enrollment students will be able to view their grades online using RaiderNet. The student's final grade in the college course shall be posted to the student's high school transcript.

9. 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 online at RaiderNet under Student Profile.

10. Navigating

Students enrolling in courses under this program may receive academic advising from the CHS counselor and/or Student Success Navigators. Students may visit College navigators on an appointment basis. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students. The plan for College dual enrollment guidance services to participating students will be mutually agreed upon by CHS and the College and is included as Appendix A.

11. 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.

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

CHS administration, counselors, and College navigators 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.

13. 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 for approval by the CHS principal.

14. Student Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook <https://catalog.nwfsc.edu/content.php?catoid=27&navoid=8930>. Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Students will be informed on the first day of class of the requirements and expectations for the course. This will include the course number, title, and number of credit hours; the required and optional materials; the course objectives; the items that will be graded and how they will be

weighted; the method for determining the final grade; and the class policies for attendance, tardies, make-up work, classroom conduct, plagiarism and cheating, student rights and responsibilities, and cell phone use.

NWF State College is committed to providing equal opportunities to all students. Disability support services assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments for courses taken on any NWFSC location by registering with the Accommodations Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught at Collegiate High School will be coordinated by Collegiate High School’s ESE (Exceptional Student Education) Specialist.

15. Issuance of Grade Reports

Official grade reports (report cards) are issued according to the following schedule. Information provided on the grade reports conforms to F.S. 1003.33. Separate grade reports corresponding to the separate transcripts are prepared for high school and college grades. Grade reports will be emailed to parents or mailed to the student’s permanent mailing address. College course grades are also available on an individual student basis online at www.FLVC.org and on “RaiderNet” using a student’s access password.

Fall Semester	Spring Semester	Summer Semester
Mid-October: Midterm Advisory grades Mid-December: Semester Final Grades	Mid-March: Midterm Advisory Grades Mid-May: Final Semester Grades	Mid-June: First Session Final Grades Early August: Second Session/Long Session Final Grades

Grade reports are prepared on a quarterly basis and submitted to the CHS Office for distribution as appropriate to parents and students. These reports include instructor feedback on attendance, class participation, overall student engagement, and suggestions for academic assistance.

16. 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. 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 account. CHS will have midterm and final grades emailed to them.

17. Credits Earned During Summer

Collegiate High School students have the opportunity to earn a limited number of original credits applicable to the high school diploma and/or the associate degree during the summer months. Students must get approval from a CHS Coordinator of Student Services prior to registering for summer classes. The number of summer classes is limited to 8 semester hours after consideration of a student's academic history, graduation timeline, subsequent course load the following year and pre-requisites needed for transferring to a university. No more than one course may be taken in a summer fast track session without approval of the Principal or designee. The following courses are not permitted during the summer term: LIN1670, ENC 1101, or ENC1102. No online courses are permitted during the summer term. Summer courses may not be used to repeat core academic classes in which a student did not earn credit. Enrollment in summer courses is subject to the approval of the Principal.

18. Withdrawal from College Class for Excessive Excused Absences

A student may be withdrawn from a college class if the number of excused absences exceeds that allowable under CHS school policy. Depending upon the timing and circumstances of the withdrawal, the student may lose the course credits, may remain enrolled in the high school version of the course, or may be enrolled in an alternate course for the remainder of the semester. Whether the student is permitted to make-up work for an excused absence is a function of the type of excuse and the instructor's course policies.

If withdrawal from a college course is unavoidable and is based on excused absences, efforts will be made to provide alternate high school level study so that the student does not fall behind in earning credits toward completion of the high school diploma.

19. Withdrawal from a College or High School Course for Excessive Unexcused Absences

A student may be withdrawn from a college or high school course based on excessive *unexcused* absences and/or suffer a negative impact on the final course grade. A student will not be permitted to make-up work missed during unexcused absences, regardless of the situation. In addition, excessive unexcused absences may be grounds for disciplinary action under the Collegiate High School at NWFSC Code of Conduct.

20. Voluntary Student Withdrawal from a College Course

A student may voluntarily withdraw from a college class by a date determined by the Collegiate High School's Student Services Department, but prior to taking the final exam. However, the student must meet with a Collegiate High School Guidance staff member to obtain prior approval for such a withdrawal. A student-initiated withdrawal will not be processed until such consultation. The student must continue attending classes until a decision regarding the withdrawal is determined. Parental permission is also required. If the student elects to withdraw, a grade of "W" will remain on the student's permanent records. Collegiate High School students are limited to one withdrawal per college course. If the course is not required for the student to earn their high school diploma or A.A. the student may not be permitted to repeat the course. The "W" will not be included in the computation of the student's GPA, however he/she will earn no credits for the course. If the student re-enrolls in the course during a future term, the grade for the most recent attempt in the course will be counted in the GPA. (Also refer to the College Catalog for additional information regarding grade forgiveness and repeating college courses.)

Depending upon the timing and circumstances of the withdrawal, the student may lose the course credits, may remain enrolled in the high school version of the course, or may be enrolled in an alternate course for the remainder of the semester. A grade of "W" may not be processed if the student fails to follow the established withdrawal procedures.

21. Limitations to Course Withdrawal Options

A student may withdraw from certain co-requisite courses, (e.g. applied music and the co-requisite special topics course, etc.) until the date published in the college catalog for mid-term advisory grades to be due in the registrar's office. Students must withdraw from both courses in a co-requisite sequence.

A student may withdraw from specific required courses in the sophomore year, (e.g. College Success, Reading across the Genres, and College Biology) only during the week before the final exam and must repeat the course the following semester of enrollment.

A student who is withdrawn from certain college credit core courses (e.g. English, economics, science) required for high school graduation may be assigned to equivalent high school credit courses to maintain progress toward graduating high school on time.

A student who falls below the full-time equivalent of 1500 minutes per week of instruction due to voluntary or instructor withdrawal from college classes may be enrolled in a high school course to replace college credits and to maintain full-time enrollment.

Exceptions to the above policies may be granted for extenuating circumstances by the Principal or designee. A student who is withdrawn by an instructor from an applied course for excessive absences before the midterm advisory deadline will also be withdrawn from the co-requisite course.

22. 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 are paid by the College. The Collegiate High School will be invoiced \$850 per credit hour when a College instructor provides either an online course for CHS or a course at a high school. High school faculty instructors deemed qualified and approved by the College to teach a college course at the high school will be compensated by CHS. CHS 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.

23. Instructional Materials

Instructional materials will be provided to each CHS student in accordance with current legislative provisions with reimbursement to the designated bookstore, Barnes and Noble College, from CHS upon receipt of an invoice. Textbooks and other non-consumable instructional supplies issued to students will be the responsibility of the student and property of CHS. At the end of the semester all issued books and supplies will be returned to CHS.

24. FTE Funding

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

25. Statutory Compliance

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

Annual Review of Agreement

The Principal of CHS and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: _____
Dr. Sandy Arteaga, Principal of Collegiate
High School at NWFSC

Date

BY: _____
Dr. Stephenson, President
Northwest Florida State College

Date

APPENDIX A

DUAL ENROLLMENT COURSES, EQUIVALENT HIGH SCHOOL CREDITS AND HIGH SCHOOL SUBJECT AREA

- Per Florida rule and statute, all courses listed on the “Florida Department of Education Dual Enrollment Course List” (state list) and that are offered by the College shall be included in the dual enrollment program defined in this agreement.
- Should the Florida Common Course Numbering System (SCNS) institute a course number change for any of the courses on the state list, the revised course number shall replace the original number per SCNS guidelines and implementation of the change by the College.
- High school credits awarded for successful completion of dual enrollment courses shall conform to the state list.
- Dual enrollment courses shall be applicable to high school subject area requirements according to the state list.
- Per Florida statute and rule, dual enrollment credits shall be weighted by the high schools in the same manner as advanced placement courses when grade point averages are calculated. An alternative grade calculation or weighting system that discriminates against dual enrollment courses shall not be used.

APPENDIX B

PLAN FOR STUDENT ACADEMIC ADVISING

Academic advising for students participating in the dual enrollment program shall consist of the following components:

At or near the start of the student's first term of enrollment, he/she should contact a College navigator for an in-person advising session after meeting with the CHS academic counselor.

As part of the advising session, each student will receive a College catalog. The following topics will be covered.

- College program options/planning and selecting a college major
 - College Course-Level Expectations, including, but not limited to:
 - Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on his/her College transcript,
 - All grades, including "W" for withdrawal, become a part of the student's permanent College transcript and may affect subsequent postsecondary admissions.
 - While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
 - The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
2. The high school counselor will insure the inclusion of dual enrollment course plans in the dual enrolled student's Electronic Personal Educational Planner (ePEP) using the online

student advising system available through www.FLVC.org as required by 1003.413(3)(i), Florida Statutes, to minimize enrollment in a random selection of college courses.

3. Dually enrolled students will have the same access to advising and program planning tools and resources that traditional College students have.

4. The Dual Enrollment Handbook is available on the College website at <http://www.nwfsc.edu/Students/Enrollment/Admissions/Dual/>. The handbook will address a range of information items, including, but not limited to the following.
 - Dual Enrollment FAQ's
 - College certificate AA, AS and AAS requirements
 - Orientation and instructions on using the College online advising resources (RaiderNet)
 - Orientation and instruction on using Florida automated online advising system (FACTS)
 - Key academic policies (e.g. effective catalog rule, withdrawal and attendance policies, etc.)
 - Listing of learning support services and related College resources
 - Tips for succeeding in the college environment
 - Basic program planning documents

5. Students will be provided access to a qualified College navigator, counselor, etc.) by appointment throughout the year.

Updated March 29, 2022

**INTER-INSTITUTIONAL
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
NORTHWEST FLORIDA STATE COLLEGE AND
OHANA INSTITUTE**

This early college/dual enrollment articulation agreement between Northwest Florida State College (“College”) and Ohana Institute is in effect from August 22, 2022 to July 31, 2023.

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

Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to students; or
- To increase the depth of study available for a particular subject.

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

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

1. Ratification

Under the dual enrollment program qualified Ohana Institute high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal/designee, may enroll in college classes through Northwest Florida State College. Coordination should be based on the conditions as outlined below. The successful completion of the college classes will allow the high school students to earn college credits,

simultaneously counting toward the completion of a high school diploma and a certificate or a college degree.

2. Notification of Dual Enrollment Opportunities

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

3. Course and Programs

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's *Dual Enrollment Course Equivalency List* that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf> on the Dual Enrollment webpage. Postsecondary adult vocational courses are available only on a limited basis and only with permission of the high school and the college. Dual enrollment is not available for those college or vocational credit courses offered as part of the core requirements of a limited admission program. Courses may be offered on the Niceville and Fort Walton Beach campuses, and at all college centers.

4. Participation Process

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that is in compliance with s. 1002.42(2), F.S., and provides a secondary curriculum pursuant to s. 1003.4282 F.S. Students who are eligible for dual enrollment pursuant to this

section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester. Dual enrollment students are limited to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available.

Per the Florida Board of Education, students enrolled in Ohana Institute who meet the dual enrollment eligibility requirements must be allowed to enroll in college credit courses designated as part of the state and local dual enrollment program. Students meeting the eligibility requirements for dual enrollment may register for approved college credit courses under the dual enrollment program by following these steps each term.

- a) New students only: Apply Online for Dual Enrollment Admission through the College website. Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of three business days for an application to process.
- b) Contact the NWFSC College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
- c) Consult the College website for course options.
- d) 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.
- e) Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students will fill out this form with their course selection during the registration period.
- f) Complete all sections of the Dual Enrollment Registration form and obtain the required signatures.
- g) The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
- h) Obtain an NWFSC Student ID Card.

- i) Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration to pick up textbooks.

5. Eligibility

College Credit Dual Enrollment

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

- a. In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
- b. The student must have a cumulative, grade-point average (GPA) 3.0 or higher on course work beginning with grade nine. Exceptions are not allowed to the required 3.0 unweighted cumulative grade point average.
- c. Students must take one of the approved placement tests. The student must meet the minimum required score of the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, social science or humanities course with a Gordon Rule writing or computation requirement or other course for which a Gordon Rule writing or computation course is a prerequisite.
- d. Students who have not met the minimum requirement for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.
- e. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
- f. College courses offered as part of the technical/core requirements in limited access programs such as dental assisting and Radiography, or programs with specific admissions requirements such as the Law Enforcement and Corrections Academies, are not available as dual enrollment unless agreed to by the college and the high school under separate agreement.
- g. Per the College catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.

Career Technical Credit Courses

Identification of students who are eligible to participate in postsecondary Career Technical courses will be made at each enrollment period according to the following criteria:

- a. In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
- b. The student shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on course work beginning with grade nine.
- c. The student must have the permission of the designated school office and the Director of K-12 Partnerships.
- d. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon rule social science, or humanities course, or any courses which require English, math or reading prerequisites.
- e. Students must also satisfy all TABE testing requirements associated with career and technical certificate programs per Florida law and rule.

6. Grades and Awarding of Credits

Students earning passing grades in dual enrollment courses will receive both high school units creditable toward high school graduation and college credits applicable to an associate degree or other college program. For a three or four credit college course, a student would simultaneously earn the appropriate number of hours of college credit and $\frac{1}{2}$ Carnegie units applicable toward high school graduation, except for those courses for which 1.0 Carnegie units are awarded per state guidelines and except for those courses in which enhanced instruction generates 1.0 Carnegie units.

The college will provide to the principal a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this agreement. Dual enrollment students will be able to view their grades online using RaiderNet. The student's final grade in the college course shall be posted to the student's high school transcript. The high school will weigh the early college/dual enrollment courses the same way that they weigh advanced placement.

Student Transcripts

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

Navigating

Students enrolling in courses under this program may receive academic advising from Student Success Navigators at NWF State College. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the college via phone, chat, or in-person to schedule an appointment. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students. Students will have access to the Florida automated advising system (Florida Shines) through the Florida Shines website at: www.floridashines.org.

Tuition and Fees

Students registering for courses in this program will be assessed no tuition or fees; such fees will be paid by Ohana Institute. Students are eligible for the dual enrollment fee exemption through the last term of their high school enrollment; graduating seniors are not eligible for dual enrollment status and fee exemption during the term immediately following their graduation date, even if the registration period or college classes begin prior to the student's actual graduation date.

7. Course and Program Standards

All courses included in the dual program are subject to the academic standards of the college, including, but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The College Vice President of Academic Affairs, the NWF State 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.

8. Exceptions to the Eligibility Requirements

Exceptions are not allowed to the required 3.0 unweighted cumulative high school grade point average.

9. Registration policies

Dual enrollment students must complete the electronic Dual Enrollment Registration Form and have obtained the appropriate signatures. The Dual Enrollment Registration Form will be processed in the order it is received during the approved registration period. Specific term information may be altered for dual classes taught at a secondary school site. General term information is published on the College web site www.nwfsc.edu. Section 11 of this document delineates withdrawal options for dual students.

10. Employment of Instructors

It is acknowledged that instructors assigned to teach courses under this agreement work for NWF State College during their teaching assignment. All instructors must submit official transcripts and be vetted by NWF State College hiring process. All instructors must complete training and orientation prior to each semester. While working for the college, the adjunct instructor will be a direct report to the chair/director of their discipline. 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, 2018 Edition.

Instructors in this program will maintain the same standards and rigor, use the same or comparable textbooks/instructional materials, work under the supervision of the appropriate college division director or department chair regarding their dual enrollment

course objectives, and file a copy of their course syllabus with the director/department chair prior to the start of the term. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the college. The Northwest Florida State College director/department chair will consult with appropriate school/school personnel as needed.

11. Student Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook <https://catalog.nwfsc.edu/content.php?catoid=27&navoid=8930> . Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Ohana Institute will provide grade point averages and approval for each student registered as an Ohana Institute student. Students enrolling in the college courses under this program will have all of the rights and responsibilities associated with such enrollments. Their admission to the college will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or other special enrollment category.

Student Attendance

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the school. Students who do not meet the college's established attendance policy may be withdrawn from class by the instructor in accordance with such policy.

Student Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week.

Withdrawals require the student to complete the appropriate college form accessible from the Dual Enrollment webpage or by clicking here

https://nwfstacollege.formstack.com/forms/dual_enrollment_withdrawal_form .. Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course he or she may not repeat that course under the dual program. Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Exceptions may be granted by mutual agreement between the high school and the college.

12. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i), F.S. shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:

NWF State College is committed to providing equal opportunities to all students. Disability support services assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments for courses taken on any NWFSC location by registering with the Accommodations Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in district locations will be coordinated by the local high school.

13. Cost

Instructors assigned to teach dual courses under this agreement will be employed by Northwest Florida State College for the specific college assignment. All instructors are paid by Northwest Florida State College. The cost of tuition and fees is the responsibility of Ohana Institute, and Ohana Institute agrees to this responsibility by execution of the Dual Enrollment Form titled “Early College/Dual Enrollment Form Northwest Florida State College. The Institute 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. In accordance with s. 1009.30, F.S. Dual Enrollment Scholarship Program, NWFSC will submit a request for reimbursement for costs related to tuition and fees for participating students for the Fall 2022 and Spring 2023 terms through the Disbursement Eligibility Report (DER) by the designated time.

Ohana Institute will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible Ohana Institute within 14 days of the receipt of the disbursement. Ohana Institute agrees to remit payment within 21 days of the invoice date. Payment will be accepted at the time of registration.

Instructional Materials

In accordance with s. 1009.30, F.S. Dual Enrollment Scholarship Program, students will not be responsible for the cost of required instructional materials including textbooks, workbooks, and access codes associated with instruction. NWFSC will submit a request for reimbursement for instructional materials costs for participating students for the 2022 and Spring 2023 terms through the Disbursement Eligibility Report (DER) by the designated time. Ohana Institute will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible party Ohana Institute within 14 days of the receipt of the disbursement. Ohana Institute agrees to remit payment within 21 days of the invoice date.

FTE Funding

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

Transportation

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

Statutory Compliance

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

Annual Review of Agreement

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

BY: _____
Jenny Royer, Administrator
Ohana Institute

Date

BY: _____
Dr. Devin Stephenson, President
Northwest Florida State College

Date

Updated March 28, 2022

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

This early college/dual enrollment articulation agreement between Northwest Florida State College (“College”) and the Okaloosa County School District (“District”) is in effect from August 22, 2022 to July 31, 2023. Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to students; or
- To increase the depth of study available for a particular subject.

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

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

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

1. Ratification of all existing articulation agreements

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

Dual enrollment opportunities for NWFSC Collegiate High School students are defined by the Collegiate High School Governing Board.

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

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

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

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's *Dual Enrollment Course Equivalency List* that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf> or on the Dual Enrollment webpage. A variety of courses will be available on the College campuses at Niceville and Fort Walton Beach and all College centers. Dual enrollment students will not be allowed to take online classes without the recommendation of the high school counselor.

For career dual enrollment, both clock hour and college credit courses and programs must lead toward an approved industry certification from an industry Certification Funding List in 1008.44F.S. Course Equivalencies' may be found at <http://origin.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf>.

Courses may be offered in the high school by invitation and mutual agreement of the District and the College. Courses offered in the high schools may be scheduled on a flexible, rotating, and staggered basis to meet the needs of high school students and to complement the high school curriculum while maintaining the integrity of the College courses; however, these college courses may not be combined with any high school course.

The District's dual enrollment representative may request college courses to be taught on the high school campus using a fully qualified instructor who is employed by the College or District. In accordance with the College's accreditor approval to offer courses county-wide in Okaloosa County public schools, NWFSC can offer up to 24% of the credits towards any college credit program at any given high school. Online courses do not count as courses at the high school, as long as the students are not required to attend any study, enrichment, and instructional, etc. sessions on the high school campus. The courses that may be requested are MAC1105 – College Algebra, STA2023 – Statistics, ENC1101 – Composition I, and POS1041 – American Government. The College will attempt to meet requests. Exceptions must be mutually approved by the College and the District.

Requests for college courses taught on a high school campus should be made to the Director of K-12 Partnerships in the fall semester preceding the academic year in question. The Director will work with the College departments to determine if the requests can be filled. The Director will let the high school know if the class can or cannot be offered. This should be completed before high school students' sign up for their classes for the 2022-2023 school year. The College will inform the District no later than one term before courses are offered which instructional materials are required for the courses.

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

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that follows s. 1002.42(2), F.S. and provides a secondary curriculum pursuant to s. 1003.4282, F.S. Students who are eligible for dual enrollment pursuant to this section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

Students must meet the eligibility requirements – there are no exceptions for dual enrollment. Students that meet the eligibility requirements may register for approved college credit courses.

The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester. Students may take up to two online courses in any term.

Students must follow these steps:

- a. New students only: Apply Online for Dual Enrollment Admission through the College website. Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of three business days for an application to process.
 - b. Contact the NWFSC College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
 - c. Consult the College website for course options.
 - d. 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.
 - e. Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students will fill out this form with their course selection during the registration period.
 - f. Complete all sections of the Dual Enrollment Registration form and obtain the required signatures.
 - g. The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
 - h. Obtain an NWFSC Student ID Card.
 - i. Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration to pick up textbooks.
- 5. Additional eligibility requirements for application 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 refer to the early college/dual enrollment webpage on the College website at <http://www.nwfsc.edu/Students/Enrollment/Admissions/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 included, 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 must reference the course syllabi which details the requirements and expectations for the course on the first day of class. The syllabi 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 of determining the final grade; and the class policies for attendance, classroom conduct, plagiarism and cheating, student rights and responsibilities, and cell phone use.

Per the Florida Board of Education, students enrolled in the Okaloosa County School District who 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 the dual enrollment program for disciplinary reasons, including disruption of learning environment.

Statute states that students must be in grades 6 – 12 and meet the eligibility requirements provided in section 1007.271 (3), F.S. regarding GPA and placement testing. It also states, “Florida College System institution boards of trustees may establish additional, initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction.”

General Dual Enrollment Admissions Guidelines

A student must be in grades ten (10), eleven (11), or twelve (12) to be eligible for Dual Enrollment courses and must maintain a 3.0 or higher high school GPA to remain eligible for enrollment for dual enrollment. Dual enrollment students may take up to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student’s first experience with college-level coursework be in the traditional face-to-face classroom environment when available.

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 (11th grade) and seniors (12th grade) are eligible to participate in college-credit courses during 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.
- c.** Rising sophomore (10th grade) students are eligible to participate in college-credit courses during the summer session that begins after the last day of their freshman (9th grade) school year.
- d.** Students shall have a cumulative, unweighted grade-point average (GPA) of 3.0 or above on high school course work.
- e.** Students must take one of the approved placement tests. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon Rule social science or humanities course, or any courses which require English, math or reading prerequisites.
- f.** Students who have not met the minimum requirement for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.
- g.** 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.
- h.** Under the dual enrollment articulation agreement, students are only allowed one attempt per course.
- i.** Dual enrollment students are limited to a total of three unsuccessful attempts in the dual enrollment program. An unsuccessful attempt is defined as a failing grade (F) or a withdrawal from a course.
- j.** Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
- k.** 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. Per the College catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.
- l.** A student who will be graduating from high school prior to completion of the college semester may not register for the said semester through dual enrollment.

Career Technical Credit Dual Enrollment

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

- a. Juniors and seniors are eligible to participate in career technical credit courses during school hours, after school hours, and during the summer term.
 - a. Sophomores are eligible to participate in career technical credit courses after school hours, during the summer term, or during the school day on an exception basis.
 - b. 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, unweighted grade-point average (GPA) of 2.0 or above on high school course work. (Exception in Appendix C)
 - d. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon Rule social science or humanities course, or any courses which require English, math or reading prerequisites.
 - e. Students must also satisfy all Test of Adult Basic Education (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 credits and .5 Carnegie units applicable toward high school graduation, except for those courses for which 1.0 Carnegie units are awarded per state guidelines. For Career Certificate clock hour courses taken through dual enrollment, the following methodology must be used for the awarding of high school credits: 0.5 high school credit for each 75 hours in the course rounded down to the nearest 0.5 credits. High school credits are awarded upon completion of the postsecondary course.

The College will provide the principal and the appropriate District office a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this agreement. Dual enrollment students will be able to view their grades online using Raider net. The student's final grade in the college course shall be posted to

the student's high school transcript. The District will weigh the early college/dual enrollment courses, both general education and clock hour, the same way that they weigh advanced placement and International Baccalaureate courses. Additional information about dual enrollment courses, equivalent high school credits, and high school subject area is included in [Appendix A](#).

Student Transcripts

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

Navigating

Students enrolling in courses under this program may have the opportunity to receive academic advising from Student Success Navigators. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the college via phone, chat, or in-person to schedule an appointment. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students. 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 parent of college-level course expectations

High School counselors, Student Success Navigators and dual enrollment personnel inform students and parents that dual enrolled students will be expected to participate fully in college courses. The curriculum, content evaluation of performance, and selection of instructional material is the prerogative of the professor in accordance with college-approved syllabi. All courses included in the dual program are subject to the academic standards of the College, including but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The College Vice President of Academic Affairs, the College Curriculum Committee and respective divisions or departments of the College monitor the instructional quality of all college courses per institutional guidelines and the *Statement of Standards for Dual Enrollment/Early College Programs in the Florida Community College System*. Courses offered under the dual

program meet or exceed the standards of the Southern Association of Colleges and Schools. All grades earned will be reported to the appropriate high school and posted to the Northwest Florida State College Transcript; hence, the dual grades are part of the permanent postsecondary academic record.

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

Exceptions are not allowed to the required 3.0 unweighted cumulative high school grade point average.

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

Dual enrollment students must complete the electronic Dual Enrollment Registration form and have obtained the appropriate signatures. Specific term information may be altered for dual classes taught at a secondary school site. General term information is published on the College website www.nwfsc.edu. Section 12 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

It is acknowledged that instructors assigned to teach courses under this agreement work for the College during their teaching assignment. All instructors must submit official transcripts and be vetted by the College hiring process. All instructors must complete training and orientation prior to each semester. While working for the college, the adjunct instructor will be a direct report to the chair/director of their discipline. 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, 2018 Edition.

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

Instructors in this program will maintain the same standards and rigor, use the same or comparable approved textbook/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 term. The instructor will provide an end-of-course assessment to the

College at least two weeks before the final exam period. The graded assessments will be sent to the appropriate College division or department where they will be kept for one year. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the College. The College director/department chair will consult with appropriate school District personnel as needed. For classes meeting in the high schools, it is recognized that administrative responsibilities of the public-school facility rests with the principal, with whom the College instructor shall cooperate fully.

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

Administrative Responsibility

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

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

Students will be screened at each registration period according to the eligibility criteria in section five. The Dual Enrollment Registration Form with signature approval by a secondary school official will confirm eligibility, including cumulative high school GPA and ongoing college GPA requirements. Courses dropped during the schedule adjustment period (drop/add) do not appear on students' transcripts. Withdrawal from a course under the terms outlined in this agreement will be recorded on the college transcript.

Students enrolling in the college course under this program will have all of the rights and responsibilities associated with such enrollments. Students in dual classes must abide by local school policies if the class is held in district school. Their admission to the College will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or another special enrollment category. When/if students in this program become unconditionally admitted to the College or admitted under some other special enrollment category, they will be assessed the standard registration and lab/special tuition fees.

Student's Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook: <https://catalog.nwfsc.edu/content.php?catoid=27&navoid=8930> . Dual

enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Students will be informed on the first day of class of the requirements and expectations for the course. This will include the course number, title, and number of credit hours; the required and optional materials; the course objectives; the items that will be graded and how they will be weighted; the method for determining the final grade; and the class policies for attendance, tardy attendance, make-up work, classroom conduct, plagiarism and cheating, student rights and responsibilities, and cell phone use.

Student Attendance

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported as required, to the district. Regular and prompt attendance in all classes is expected. All instructors are free to establish attendance policies for their classes. It is the student's responsibility to notify the instructor and plan to complete any missed work. Make-up work is offered solely at the discretion of the instructor. In addition, high schools may enforce their own policies regarding number of missed days, etc.

Students Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week.

Withdrawals require the student to complete the appropriate College form accessible from the Dual Enrollment webpage or by clicking here https://nwfstatecollege.formstack.com/forms/dual_enrollment_withdrawal_form. Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course, he or she may not repeat that course under the dual enrollment program. Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Withdrawal from a dual enrollment class is posted on a student's transcript and may have impact on future status in colleges or universities. Dual enrollment students are not permitted to register or withdraw online unless mutually agreed upon by the District and the College.

13. Responsibilities of the Florida College System institution regarding the transmission of student grades in dual enrollment courses to the District

Progress of dual enrollment students during a semester is monitored primarily at the class level through special software (RaiderNet). 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 account. The district and each high school will have midterm and final grades emailed to them. Continued participation in dual enrollment from one semester to the next is determined by the eligibility criteria in section five of this document.

14. Funding provisions that delineates costs incurred by each entity

Instructors assigned to each dual course 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 district and the College. The district will be invoiced \$850 per credit hour plus mileage when a College instructor provides a course at a high school. 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 district. The district will be invoiced \$71.98 or as state rule requires per student semester hour for dual students taking college credit hour classes during the fall or spring terms at any College location. The District will be invoiced \$2.33 or as state rule requires per student clock hour for dual students taking clock hour courses listed on Appendix C.

On-line, synchronous web conferencing, or other technology-based classes offered by the College are on the College campus. The District will be invoiced by the College and payment should be made to the College within thirty (30) days of the date of the invoice. The College shall provide the standard tuition rate for the upcoming school year to the District. The College will issue an invoice to the District.

Instructional Materials

Instructional materials will be provided to each dual enrollment student by the district for all dual classes in accordance with current legislative provisions with payment to the designated bookstore, Barnes and Noble College, by the district upon receipt of an invoice specifying the materials received by each student. Textbooks and other non-consumable instructional supplies issued to students will be the responsibility of the student and property of the district. Students must pick up textbooks from Barnes and Noble College store on or before the designated time published in alignment with published deadlines for students receiving financial aid. No books will be issued to students beyond this date unless approved by an Okaloosa County School District designee. At the end of the semester all issued books and supplies will be returned to the bookstore and held by the bookstore. The District may reclaim the issued material at any time by written request. Outdated and damaged textbooks will be returned to the District.

Specific to the courses listed in Appendix C, the District is responsible for the instructional materials as denoted above.

Use of Facilities

As part of the cooperative efforts between the District and the College, neither the District nor the College will charge the other for any use of their respective classroom facilities for courses offered under this program.

FTE Funding

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

15. Institutional responsibilities for student transportation, if provided

Students enrolling for college courses scheduled for locations other than the high school in which they are enrolled 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.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i), F.S. shall include in its dual enrollment articulation agreement services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:

The College is committed to providing equal opportunities to all students. The Accommodation Resource Center is able to assist students with disabilities or special needs. Students may request reasonable accommodation and adjustments for courses taken on any NWFSC location by registering with the Accommodation Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in district locations will be coordinated by the local high school.

CHOICE Institute/Career Academies

Building upon the concepts of Tech Prep and the traditional accelerated mechanism of dual enrollment, the College will award college or vocational (career/technical) credit as appropriate to students who complete industry certifications and/or coursework through an Okaloosa County CHOICE Institute or other career academy. Students seeking college credit must be admitted to the College and must complete the appropriate credit request process. Credit shall be awarded upon verification of course completion and/or certification and may be contingent upon completion of subsequent college level courses, faculty interview, student demonstration, portfolio or other validation processes.

Credits earned through this arrangement shall not be recorded on the student's college transcript until/unless the student has completed at least fifteen credits of coursework at the College. The fifteen credits may be any combination of college credit, college preparatory

credit, or career-technical credit. Credits earned through dual enrollment may be counted in satisfying this requirement. Determination of credits to be awarded through this arrangement rests with the College.

Collaboration in Teacher Preparation Activities

The District Articulation Committee will comprise a steering committee to develop plans and recommendations regarding mechanisms and strategies for improving the preparation of elementary, middle, and high school teachers. The primary goal of the plan will be effective collaboration among school districts, postsecondary institutions, and practicing educators to improve teaching in Florida's public schools. The plans and recommendations will address professional development activities that focus upon local and state needs and that respond to state, national and district policy and program priorities; among the areas to be targeted are technology, English for Speakers of other Languages (ESOL) and Sunshine State Standards applicable to science, and Benchmark for Excellence of Student Thinking (BEST) Standards in mathematics.

In addition, the College will work with the appropriate District personnel to develop content for and to disseminate information on subject area workshops, Florida Teacher Certification Exam (FTCE) review classes, and similar activities.

Statutory Compliance

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

Annual Review of Agreement

The Superintendent of Schools and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: _____

Marcus Chambers, Superintendent
Corporate Secretary

Date

BY: _____

Timothy Bryant, Chairman
The School Board of Okaloosa County, FL

Date

BY: _____

Dr. Devin Stephenson, President
Northwest Florida State College

Date

APPENDIX A

DUAL ENROLLMENT COURSES, EQUIVALENT HIGH SCHOOL CREDITS AND HIGH SCHOOL SUBJECT AREA

- Per Florida rule and statute, all courses listed on the “Florida Department of Education Dual Enrollment Course List” (state list) and that are offered by the College shall be included in the dual enrollment program defined in this agreement.
- Should the Florida Common Course Numbering System (SCNS) institute a course number change for any of the courses on the state list, the revised course number shall replace the original number per SCNS guidelines and implementation for the change by the College.
- High school credits awarded for successful completion of dual enrollment courses shall conform to the state list.
- Dual enrollment courses shall be applicable to high school subject area requirements according to the state list.
- Per Florida statute and rule, dual enrollment credits shall be weighted by the high schools in the same manner as advanced placement courses when grade point averages are calculated. An alternative grade calculation or weighting system that discriminates against dual enrollment courses shall not be used.

APPENDIX B

PLAN FOR DUAL ENROLLMENT STUDENT ACADEMIC ADVISING

Academic Advising for students participating in the dual enrollment program shall consist of the following components:

1. At or near the start of the student's first term of enrollment, he/she should contact a Student Success Navigator for an in-person or virtual advising session.
2. As part of the advising session, each student will receive information on accessing the College catalog on the NWFSC website. The following topics will be covered.
 - College program options/planning and selecting a college major
 - College Course-Level Expectations, including, but not limited to:
 - Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on his/her College transcripts,
 - All grades, including "W" for withdrawal, become a part of the student's permanent College transcript and may affect subsequent postsecondary admissions.
 - While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
 - The selection of courses to meet degree requirements, including approved program common prerequisites courses, in order to minimize student and state costs for excess hours.
3. The high school counselor will ensure the inclusion of dual enrollment courses plans in the dual enrolled student's Electronic Personal Educational Planner (ePEP) using the online student advising system available through www.FLVC.org as required by 1003.413(3)(i), Florida Statutes, to minimize enrollment in a random selection of college courses.
4. Dual enrolled students will have the same access to advising and program planning tools and resources that traditional College students have.
5. Students will be provided access to a qualified Student Success Navigator on an appointment basis throughout the year.

6. The College will work with the individual high schools to offer on-site planning and sessions conducted jointly by the College and the high school staff.
7. The College will provide workshops for District staff and advise on related topics on an as-needed basis.

APPENDIX C
CAREER TECHNICAL COURSES

<http://origin.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf>

NWFSC Aviation Airframe Mechanics (CCP) (AIRF)

Subject	Course	Title	Clock Hours	High School Credit
AMT	0701	Aviation Maintenance Tech General I	110	.5
AMT	0702	Aviation Maintenance Tech General II	110	.5
AMT	0703	Aviation Maintenance Tech General III	110	.5
AMT	0704	Aviation Maintenance Tech General IV	120	.5

Successful completion of these four courses earns a student 450 of 1350 clock hours toward the Aviation Airframe Mechanics (CCP) (AIRF).

Required GPA: Student must have an unweighted 2.5 high school GPA to take these classes.

Tuition:

Okaloosa County School District will be invoiced \$2.33 per clock hour for courses students take from the list above.

Textbooks:

The cost of textbooks will be the responsibility of the District, as indicated in section 14 under the heading Instructional Materials.

Exam Fees:

For the 2022-23 year, NWFSC will use existing grant funds to cover the General Exam fee of \$575 for students who express a desire to continue in the program and meet 80% Performance level on the final exam for Course 0704. NWFSC will retain any CAPE funds obtained. This agreement will be reviewed annually.

Consumable Instructional Fees:

For the 2022-23 year, NWFSC will use existing grant funds to cover the Consumable Instructional Fees. This agreement will be reviewed annually.

- AMT 0701 - \$22.00
- AMT 0702 - \$75.00
- AMT 0703 - \$100.00
- AMT 0704 - \$50.00

**INTER-INSTITUTIONAL
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
NORTHWEST FLORIDA STATE COLLEGE AND
RISEN STAR ACADEMY**

This early college/dual enrollment articulation agreement between Northwest Florida State College (“College”) and Risen Star Academy is in effect from August 22, 2022 to July 31, 2023. This articulation agreement details selected cooperative endeavors between Risen Star Academy and Northwest Florida State College in the area of dual enrollment. In an effort to enhance educational opportunities throughout the county, the college and the high school may expand their partnerships to activities beyond those listed here, using supplemental agreements as appropriate.

Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to student; or
- To increase the depth of study available for a particular subject.

This agreement may be amended or renewed from year-to-year by mutual agreement of the President of Northwest Florida State College and the administrator of Risen Star Academy.

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

1. Ratification

Under the dual enrollment program qualified Risen Star Academy high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal/designee, may enroll in college classes through Northwest Florida State College. Coordination should be based on the conditions as outlined below. The successful completion of the college classes will allow the high school students to earn college credits,

simultaneously counting toward the completion of a high school diploma and a certificate or a college degree.

2. Notification of Dual Enrollment Opportunities

Students and parents will be apprised of dual enrollment opportunities through cooperative effort of Risen Star Academy and the College to include public news releases, mailings, conferences, in school publicity and school or College websites. The College website is www.nwfsc.edu. The school will inform the students of the ability to earn college and high school credit simultaneously in a timely manner.

3. Course and Programs

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's *Dual Enrollment Course Equivalency List* that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf> on the Dual Enrollment webpage. Postsecondary adult vocational courses are available only on a limited basis and only with permission of the high school and the college. Dual enrollment is not available for those college or vocational credit courses offered as part of the core requirements of a limited admission program. Courses may be offered on the Niceville and Fort Walton Beach campuses and at all college centers.

4. Participation Process

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that is in compliance with s. 1002.42(2), F.S., and provides a secondary curriculum pursuant to s. 1003.4282, F.S. Students who are eligible for dual enrollment pursuant to this

section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester. Dual enrollment students are limited to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available.

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

- a) New students only: Apply Online for Dual Enrollment Admission through the College website. Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of three business days for an application to process.
- b) Contact the NWFSC College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
- c) Consult the College website for course options.
- d) 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.
- e) Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students will fill out this form with their course selection during the registration period.
- f) Complete all sections of the Dual Enrollment Registration form and obtain the required signatures.
- g) The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
- h) Obtain an NWFSC Student ID Card.
- i) Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks.

Allow three business days after confirmation of registration to pick up textbooks.

5. Eligibility

College Credit Dual Enrollment

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

- a. In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
- b. The student must have a cumulative, grade-point average (GPA) 3.0 or higher on course work beginning with grade nine. Exceptions are not allowed to the required 3.0 unweighted cumulative grade point average.
- c. Students must take one of the approved placement tests. The student must meet the minimum required score of the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, social science or humanities course with a Gordon Rule writing or computation requirement or other course for which a Gordon Rule writing or computation course is a prerequisite.
- d. Students who have not met the minimum requirement for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.
- e. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
- f. College courses offered as part of the technical/core requirements in limited access programs such as dental assisting and Radiography, or programs with specific admissions requirements such as the Law Enforcement and Corrections Academies, are not available as dual enrollment unless agreed to by the college and the high school under separate agreement.
- g. Per the College catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.

Career Technical Credit Courses

Identification of students who are eligible to participate in postsecondary Career Technical courses will be made at each enrollment period according to the following criteria:

- a. In general, students may participate in college-credit courses beginning the summer between their tenth (10th) and eleventh (11th) grade years.
- b. The student shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on course work beginning with grade nine.
- c. The student must have the permission of the designated school office and the Director of K-12 Partnerships.
- d. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon rule social science or humanities course, or any courses which require English, math or reading prerequisites.
- e. Students must also satisfy all TABE testing requirements associated with career and technical certificate programs per Florida law and rule.

6. Grades and Awarding of Credits

Students earning passing grades in dual enrollment courses will receive both high school units creditable toward high school graduation and college credits applicable to an associate degree or other college program. For a three or four credit college course, a student would simultaneously earn the appropriate number of hours of college credit and ½ Carnegie units applicable toward high school graduation, except for those courses for which 1.0 Carnegie units are awarded per state guidelines and except for those courses in which enhanced instruction generates 1.0 Carnegie units.

The college will provide to the principal a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this agreement. Dual enrollment students will be able to view their grades online using RaiderNet. The student's final grade in the college course shall be posted to the student's high school transcript. The high school will weigh the early college/dual enrollment courses the same way that they weigh advanced placement.

Student Transcripts

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

Navigating

Students enrolling in courses under this program may receive academic advising from Student Success Navigators at the College. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the college via phone, chat, or in-person to schedule an appointment. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students.

Tuition and Fees

Students registering for courses in this program will be assessed no tuition or fees; such fees will be paid by Risen Star Academy. Students are eligible for the dual enrollment fee exemption through the last term of their high school enrollment; graduating seniors are not eligible for dual enrollment status and fee exemption during the term immediately following their graduation date, even if the registration period or college classes begin prior to the student's actual graduation date.

7. Course and Program Standards

All courses included in the dual program are subject to the academic standards of the college, including but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The College Vice President of Academic Affairs, the NWFSC Curriculum Committee, and respective divisions or departments of the college monitor the instructional quality of all college courses per institutional guidelines and the Statement of Standards for Dual Enrollment/Early College Programs in the Florida Community College System. Courses offered under the dual program meet or exceed the standards of the Southern Association of Colleges and Schools.

8. Exceptions to the Eligibility Requirements

Exceptions are not allowed to the required 3.0 unweighted cumulative high school grade point average.

9. Registration policies

Dual enrollment students must complete the electronic Dual Enrollment Registration Form and have obtained the appropriate signatures. The Dual Enrollment Registration Form will be processed in the order it is received during the approved registration period.

10. Employment of Instructors

It is acknowledged that instructors assigned to teach courses under this agreement work for the College during their teaching assignment. All instructors must submit official transcripts and be vetted by the College hiring process. All instructors must complete training and orientation prior to each semester. While working for the College, the adjunct instructor will be a direct report to the chair/director of their discipline. 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, 2018 Edition.

Instructors in this program will maintain the same standards and rigor, use the same or comparable textbooks/instructional materials, work under the supervision of the appropriate college division director or department chair regarding their dual enrollment course objectives, and file a copy of their course syllabus with the director/department chair prior to the start of the term. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the college. The College director/department chair will consult with appropriate school/school personnel as needed.

11. Student Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook <https://catalog.nwfsc.edu/content.php?catoid=27&navoid=8930> . Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Risen Star Academy will provide grade point averages and approval for each student registered as a Risen Star Academy student. Students enrolling in the college courses under this program will have all of the rights and responsibilities associated with such enrollments. Their admission to the college will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or other special enrollment category. When/if students in this program become unconditionally admitted to the college or admitted under some other special enrollment category, they will be assessed the standard registration and lab/special tuition fees.

Student Attendance

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the school. Students who do not meet the college's established attendance policy may be withdrawn from class by the instructor in accordance with such policy.

Student Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week.

Withdrawals require the student to complete the appropriate college form accessible from the Dual Enrollment webpage or by clicking here https://nwfstatecollege.formstack.com/forms/dual_enrollment_withdrawal_form . Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course he or she may not repeat that course under the dual program.

Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Exceptions may be granted by mutual agreement between the high school and the college.

12. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i), F.S., shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:

NWF State College is committed to providing equal opportunities to all students. Disability support services assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments for courses taken on any NWFSC location by registering with the Accommodations Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in district locations will be coordinated by the local high school.

13. Cost

Instructors assigned to teach dual courses under this agreement will be employed by Northwest Florida State College for the specific college assignment. All instructors are paid by Northwest Florida State College. The cost of tuition and fees is the responsibility of Risen Star Academy, and Risen Star Academy agrees to this responsibility by execution of the Dual Enrollment Form titled “Early College/Dual Enrollment Form Northwest Florida State College. The Academy 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. In accordance with s. 1009.30, F.S., Dual Enrollment Scholarship Program, NWFSC will submit a request for reimbursement for costs related to tuition and fees for participating students for the Fall 2022 and Spring 2023 terms through the Disbursement Eligibility Report (DER) by the designated time. Risen Star Academy will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible Risen Star Academy within 14 days of the receipt of the

disbursement. Risen Star Academy agrees to remit payment within 21 days of the invoice date. Payment will be accepted at the time of registration.

Instructional Materials

In accordance with s. 1009.30, F.S., Dual Enrollment Scholarship Program, students will not be responsible for the cost of required instructional materials including textbooks, workbooks, and access codes associated with instruction. NWFSC will submit a request for reimbursement for instructional materials costs for participating students for the Fall 2022 and Spring 2023 terms through the Disbursement Eligibility Report (DER) by the designated time. Risen Star Academy will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible party Risen Star Academy within 14 days of the receipt of the disbursement. Risen Star Academy agrees to remit payment within 21 days of the invoice date.

FTE Funding

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

Transportation

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

Statutory Compliance

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

Annual Review of Agreement

The Administrator of Risen Star Academy and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: _____
Colleen Barbour, Administrator
Risen Star Academy

Date

BY: _____
Dr. Devin Stephenson, President
Northwest Florida State College

Date

Updated March 28, 2022

**INTER-INSTITUTIONAL
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
NORTHWEST FLORIDA STATE COLLEGE AND
ROCKY BAYOU CHRISTIAN SCHOOL**

This early college/dual enrollment articulation agreement between Northwest Florida State College (the College) and Rocky Bayou Christian School is in effect from August 22, 2022 to July 31, 2023. This articulation agreement details selected cooperative endeavors between Rocky Bayou Christian School and Northwest Florida State College (College) in the area of dual enrollment. In an effort to enhance educational opportunities throughout the county, the college and the high school may expand their partnerships to activities beyond those listed here, using supplemental agreements as appropriate.

Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to students; or
- To increase the depth of study available for a particular subject.

This agreement may be amended or renewed from year-to-year by mutual agreement of the President of Northwest Florida State College and the administrator of Rocky Bayou Christian School.

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

1. Ratification

Under the dual enrollment program qualified Rocky Bayou Christian School high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school

principal/designee, may enroll in college classes through Northwest Florida State College. Coordination should be based on the conditions as outlined below. The successful completion of the college classes will allow the high school students to earn college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree.

2. Notification of Dual Enrollment Opportunities

Students and parents will be apprised of dual enrollment opportunities through cooperative effort of Rocky Bayou Christian School and the College to include public news releases, mailings, conferences, in school publicity and school or College websites. The College website is www.nwfsc.edu . The school will inform the students of the ability to earn college and high school credit simultaneously in a timely manner.

3. Course and Programs

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's *Dual Enrollment Course Equivalency List* that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf> on the Dual Enrollment webpage. Postsecondary adult vocational courses are available only on a limited basis and only with permission of the high school and the college. Dual enrollment is not available for those college or vocational credit courses offered as part of the core requirements of a limited admission program. Courses may be offered on the Niceville and Fort Walton Beach campuses and at all college centers.

4. Participation Process

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that is in compliance with s. 1002.42(2) F.S., and provides a secondary curriculum pursuant to s. 1003.4282 F.S. Students who are eligible for dual enrollment pursuant to this section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester. Dual enrollment students are limited to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available.

Per the Florida Board of Education, students enrolled in Rocky Bayou Christian School who meet the dual enrollment eligibility requirements must be allowed to enroll in college credit courses designated as part of the state and local dual enrollment program. Students meeting the eligibility requirements for dual enrollment may register for approved college credit courses under the dual enrollment program by following these steps each term.

- a) New students only: Apply Online for Dual Enrollment Admission through the College website. Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of three business days for an application to process.
- b) Contact the NWFSC College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
- c) Consult the College website for course options.
- d) 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.
- e) Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students will fill out this form with their course selection during the registration period.

- f) Complete all sections of the Dual Enrollment Registration form and obtain the required signatures.
- g) The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
- h) Obtain an NWFSC Student ID Card.
- i) Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration to pick up textbooks.

5. Eligibility

College Credit Dual Enrollment

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

- a) In general, students may participate in college-credit courses beginning the summer between their tenth (10th) and eleventh (11th) grade years.
- b) The student shall have a cumulative, grade-point average (GPA) 3.0 or higher on course work beginning with grade nine. Exceptions are not allowed to the required 3.0 unweighted cumulative high school grade point average.
- c) Students must take one of the approved placement tests. The student must meet the minimum required score of the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, social science or humanities course with a Gordon Rule writing or computation requirement or other course for which a Gordon Rule writing or computation course is a prerequisite.
- d) Students who have not met the minimum requirement for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.
- e) Due to field experience requirements in the teacher education program, EDF1005 is only available only to 12th grade students.
- f) College courses offered as part of the technical/core requirements in limited access programs such as dental assisting and Radiography, or programs with

specific admissions requirements such as the Law Enforcement and Corrections Academies, are not available as dual enrollment unless agreed to by the college and the high school under separate agreement.

- g) Per the College catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.

Career Technical Credit Courses

Identification of students who are eligible to participate in postsecondary Career Technical courses will be made at each enrollment period according to the following criteria:

- a) In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
- b) The student shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on course work beginning with grade nine.
- c) The student must have the permission of the designated school office and the Director of K-12 Partnerships.
- d) Students must meet the minimum required score of the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon rule social science or humanities course, or any courses which require English, math or reading prerequisites.
- e) Students must also satisfy all TABE testing requirements associated with career and technical certificate programs per Florida law and rule.

6. Grades and Awarding of Credits

Students earning passing grades in dual enrollment courses will receive both high school units creditable toward high school graduation and college credits applicable to an associate degree or other college program. For a three or four credit college course, a student would simultaneously earn the appropriate number of hours of college credit and ½ Carnegie units applicable toward high school graduation, except for those courses for which 1.0 Carnegie units are awarded per state guidelines and except for those courses in which enhanced instruction generates 1.0 Carnegie units.

The college will provide to the principal a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this agreement. Dual enrollment students will be able to view their grades online using

RaiderNet. The student's final grade in the college course shall be posted to the student's high school transcript. The high school will weigh the early college/dual enrollment courses the same way that they weigh advanced placement.

Student Transcripts

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

Navigating

Students enrolling in courses under this program may receive academic advising from Student Success Navigators at NWF State College. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the college via phone, chat, or in-person to schedule an appointment. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students.

Tuition and Fees

Students registering for courses in this program will be assessed no tuition or fees; such fees will be paid by Rocky Bayou Christian School. Students are eligible for the dual enrollment fee exemption through the last term of their high school enrollment; graduating seniors are not eligible for dual enrollment status and fee exemption during the term immediately following their graduation date, even if the registration period or college classes begin prior to the student's actual graduation date.

7. Course and Program Standards

All courses included in the dual program are subject to the academic standards of the college, including, but not limited to, qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The College Vice President of Academic Affairs, the NWF State 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.

8. Exceptions to the Eligibility Requirements

Exceptions are not allowed to the required 3.0 unweighted cumulative high school grade point average.

9. Registration policies

Dual enrollment students must complete the electronic Dual Enrollment Registration Form and have obtained the appropriate signatures. The Dual Enrollment Registration Form will be processed in the order it is received during the approved registration period. Specific term information may be altered for dual classes taught at a secondary school site. General term information is published on the College web site www.nwfsc.edu. Section 13 of this document delineates withdrawal options for dual students.

10. Employment of Instructors

It is acknowledged that instructors assigned to teach courses under this agreement work for NWF State College during their teaching assignment. All instructors must submit official transcripts and be vetted by the College hiring process. All instructors must complete training and orientation prior to each semester. While working for the college, the adjunct instructor will be a direct report to the chair/director of their discipline. 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, 2018 Edition.

Instructors in this program will maintain the same standards and rigor, use the same or comparable textbooks/instructional materials, work under the supervision of the appropriate college division director or department chair regarding their dual enrollment course objectives, and file a copy of their course syllabus with the director/department chair prior to the start of the term. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the College. The College director/department chair will consult with appropriate school/school personnel as needed.

11. Student Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook: <https://catalog.nwfsc.edu/content.php?catoid=27&navoid=8930> . Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Rocky Bayou Christian School will provide grade point averages and approval for each student registered as a Rocky Bayou Christian School Student. Students enrolling in the college courses under this program will have all of the rights and responsibilities associated with such enrollments. Their admission to the college will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or other special enrollment category.

Student Attendance

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the school. Students who do not meet the college's established attendance policy may be withdrawn from class by the instructor in accordance with such policy.

Student Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the

final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week.

Withdrawals require the student to complete the appropriate college form accessible from the Dual Enrollment webpage or by clicking here https://nwfstatecollege.formstack.com/forms/dual_enrollment_withdrawal_form . Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course he or she may not repeat that course under the dual program. Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Exceptions may be granted by mutual agreement between the high school and the college.

- 12. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i), F.S., shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:**

NWF State College is committed to providing equal opportunities to all students. Disability support services assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments for courses taken on any NWFSC location by registering with the Accommodations Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in district locations will be coordinated by the local high school.

- 13. Cost**

Instructors assigned to teach dual courses under this agreement will be employed by Northwest Florida State College for the specific college assignment. All instructors are paid by Northwest Florida State College. The cost of tuition and fees is the responsibility of Rocky Bayou Christian School, and Rocky Bayou Christian School agrees to this responsibility by execution of the Dual Enrollment Form titled “Early College/Dual Enrollment Form Northwest Florida State College.” The School 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. In accordance with SB 52 (2021) Dual Enrollment Scholarship Program, NWFSC will submit a request for reimbursement for costs related to tuition and fees for participating students for the Fall 2022 and Spring 2023 terms through the Disbursement Eligibility Report (DER) by the designated time. Rocky Bayou Christian School will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible Rocky Bayou Christian School within 14 days of the receipt of the disbursement. Rocky Bayou Christian School agrees to remit payment within 21 days of the invoice date. Payment will

Instructional Materials

In accordance with SB 52 (2021) Dual Enrollment Scholarship Program, students will not be responsible for the cost of required instructional materials including textbooks, workbooks, and access codes associated with instruction. NWFSC will submit a request for reimbursement for instructional materials costs for participating students for the Fall 2022 and Spring 2023 terms through the Disbursement Eligibility Report (DER) by the designated time. Rocky Bayou Christian School will be responsible for any remaining balance after the disbursement is received. The college will invoice the responsible party Rocky Bayou Christian School within 14 days of the receipt of the disbursement. The Rocky Bayou Christian School agrees to remit payment within 21 days of the invoice date.

FTE Funding

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

Transportation

Students enrolling for college courses will be responsible for providing their own transportation. Parking permits are available at the time of registration and throughout the

year at all College locations and must be displayed on the rear view mirror of the vehicle when parking at the College. Student parking is designated with white lines.

Statutory Compliance

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

Annual Review of Agreement

The Administrator of Rocky Bayou Christian School and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: _____
Dr. Mike Mosley, Administrator
Rocky Bayou Christian School

Date

BY: _____
Dr. Devin Stephenson, President
Northwest Florida State College

Date

Updated March 28, 2022

**INTER-INSTITUTIONAL
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
NORTHWEST FLORIDA STATE COLLEGE AND
THE SANTA ROSA COUNTY SCHOOL DISTRICT**

This early college/dual enrollment articulation agreement between Northwest Florida State College (the “College”) and the Santa Rosa County School District (the “District”) is in effect from August 22, 2022 to July 31, 2023. Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to students; or
- To increase the depth of study available for a particular subject.

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

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

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

1. Ratification or modification of all existing articulation agreements.

Under the dual enrollment program qualified Santa Rosa County School District County public high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal/designee, may enroll in college classes through the College. Coordination should

be based on the conditions outlined below. The successful completion of the college classes will allow Santa Rosa County School District County students to earn college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree. This agreement applies to Santa Rosa County School District County students or other students as mutually agreed upon by the District and the College.

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

Students and parents will be apprised of the opportunity to participate in the dual enrollment program and the availability of related college course offerings through the cooperative effort of the District and the College to include public news releases, mailings, conferences, and/or announcements made at the schools or on the District or College website (<https://www.santarosa.k12.fl.us/> and www.nwfsc.edu). The District shall inform all secondary students of dual enrollment as an educational option and mechanism for acceleration, including eligibility criteria, the option for taking dual enrollment courses beyond the regular school year, and the 24 minimum academic credits required for graduation. The information will be provided in a timely manner, prior to student enrollment in dual courses.

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

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's Dual Enrollment Course Equivalency List that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf> or under Dual Enrollment in the Advising Manuals. A variety of courses will be available on the College campuses at Niceville and Fort Walton Beach and all College centers. Dual enrollment students will not be allowed to take online classes without the recommendation of the high school counselor.

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. Course Equivalencies' may be found at <https://www.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf> .

Courses may be offered in the high school by invitation and mutual agreement of the District and the College. Courses offered in the high schools may be scheduled on a flexible, rotating, and staggered basis to meet the needs of high school students and to complement the high school curriculum while maintaining the integrity of the college courses; however, these college courses may not be combined with any high school course.

The District's Dual Enrollment representative may request college courses to be taught on the high school campus using a fully qualified instructor who is employed by the College or the District. In accordance with the College's accreditor approval to offer courses county-wide in Santa Rosa County public schools, NWSCF can offer up to 24% of the credits towards any college credit program at any given high school. Online courses do not count as courses at the high school, as long as the students are not required to attend any study, enrichment, and instructional, etc. sessions on the high school campus. The courses that may be requested are MAC1105 – College Algebra, STA2023 – Statistics, ENC1101 – Composition I, and POS1041 – American Government. The College will attempt to meet requests. Exceptions must be mutually approved by the College and the District.

Requests for college courses taught on a high school campus should be made to the Director of Dual Enrollment in the fall semester preceding the academic year in question. The Director of Dual Enrollment will work with the College departments to determine if the requests can be filled. The Director will let the high school know if the class can or cannot be offered. This should be completed before high school student's sign up for their classes for the 2022-2023 school year. The College will inform the District no later than one term before courses are offered which instructional materials are required for the courses.

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

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary

instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that is in compliance with s. [1002.42\(2\)](#), F.S., and provides a secondary curriculum pursuant to s. [1003.4282](#) F.S. Students who are eligible for dual enrollment pursuant to this section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

Students must meet the eligibility requirements- there are no exceptions for dual enrollment. Students that meet the eligibility requirements may register for approved college credit courses. The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester. Students may take up to two online courses per semester.

Students must follow these steps each term:

- a. New students only: Apply Online for Dual Enrollment Admission through the College website. Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of three business days for an application to process.
- b. Contact the NWFSC College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
- c. Consult the College website for course options.
- d. 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.
- e. Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students will fill out this form with their course selection during the registration period.
- f. Complete all sections of the Dual Enrollment Registration form and obtain the required signatures.
- g. The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
- h. Obtain an NWFSC Student ID Card.
- i. Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store

(Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration to pick up textbooks.

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

Students 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 refer to the Early College/Dual Enrollment webpage on the College website at <https://www.nwfsc.edu/academics/dual-enrollment/>. 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 of 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 of 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 must reference the course syllabi which details the requirements and expectations for the course on the first day of class. The syllabi 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 of determining the final grade; and the class policies for attendance, classroom conduct, plagiarism and cheating, students' rights and responsibilities, and cell phone use.

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

Statute states that students must be in grades 6 – 12 and meet the eligibility requirements provided in s, 1007.271 (3), F.S. regarding GPA and placement testing. It also states “Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction.”

General Dual Enrollment Admissions Guidelines

A student must be in grades ten (10), eleven (11), or twelve (12) to be eligible for online Dual Enrollment courses and must maintain a 3.0 or higher college GPA to remain eligible for enrollment in online courses. Both parties recognize that online coursework represents a unique set of challenges for students. Dual enrollment students are limited to two online classes per semester. It is recommended that a dual enrollment student’s first experience with college-level coursework be in the traditional face-to-face classroom environment when available

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.
- 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 3.0 or above on high school course work.
- e. Students must take one of the approved placement tests. Students must meet the minimum requirement for 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 who have not met the minimum requirements for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours

will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.

- g. 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.
- h. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
- i. Dual Enrollment students are limited to a total of three unsuccessful attempts in the dual enrollment program. An unsuccessful attempt is defined as a failing grade (F) or a Withdrawal from a course (W).
- j. Due to field experience requirements in the teacher education program, EDF 1005 is available only to 12th grade students.
- k. 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. Per the College catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.
- l. Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Career Technical Credit Dual Enrollment

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

- a. Juniors and seniors are eligible to participate in Career Technical credit courses during school hours, after school hours, and during the summer term.
- b. Sophomores are eligible to participate in Career Technical 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 meet the minimum requirement for 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 Test of Adult Basic Education (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. For Career Certificate clock hour courses take through dual enrollment, the following methodology must be used for the awarding of high school credits: 0.5 high school credit for each 75 hours in the course rounded down to the nearest 0.5 credits. High School credits are awarded upon completion of the postsecondary course.

The College will provide the principal and the appropriate District office a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this agreement. Dual enrollment students will be able to view their grades online using Raidernet. The student's final grade in the college course shall be posted to the student's high school transcript. The District will weigh the early college/dual enrollment courses, both general education and clock hour, the same way that they weigh advanced placement and International Baccalaureate courses. Additional information about dual enrollment courses, equivalent high school credits, and high school subject area is included in Appendix A.

Student Transcripts

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

Navigating

Students enrolling in courses under this program will have the opportunity to receive academic advising from Student Success Navigators at NWF State College. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the college via phone, chat, or in-person to schedule an appointment. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students. 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, Student Success Navigators and dual enrollment personnel inform students and parents that dual enrolled students will be expected to participate fully in college courses. The curriculum, content evaluation of performance, and selection of instructional material is the prerogative of the professor in accordance with college approved syllabi. All courses included in the dual program are subject to the academic standards of the College, including, but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The College Vice President of Academic Affairs, the College

Curriculum Committee and respective divisions or departments of the College monitor the instructional quality of all college courses per institutional guidelines and the Statement of Standards for Dual Enrollment/Early College Programs in the Florida Community College System. Courses offered under the dual program meet or exceed the standards of the Southern Association of Colleges and Schools. All grades earned will be reported to the appropriate high school and posted to the Northwest Florida State College transcript; hence the dual grades are part of the permanent postsecondary academic record.

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

Exceptions are not allowed to the required 3.0 unweighted cumulative grade point average.

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

Dual enrollment must complete the electronic Dual Enrollment Registration Form and have obtained the appropriate signatures. The Dual Enrollment Registration Form will be processed in the order it is received 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. Section 12 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

It is acknowledged that instructors assigned to teach courses under this agreement work for NWF State College during their teaching assignment. All instructors must submit official transcripts and be vetted by NWF State College hiring process. All instructors must complete training and orientation prior to each semester. While working for the college, the adjunct instructor will be a direct report to the chair/director of their discipline. 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, 2018 Edition.

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

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

Administrative Responsibility

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

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

Students will be screened at each registration period according to the eligibility criteria in Section five. The Dual Enrollment Registration Form with signature approved by a secondary school official will confirm eligibility; including cumulative high school GPA and ongoing college GPA requirements. Courses dropped during the schedule adjustment period (drop/add) do not appear on students' transcripts. Withdrawal under the terms outlined in this agreement will be recorded on the college transcript.

Students enrolling in the college courses under this program will have all of the rights and responsibilities associated with such enrollments. Students in dual classes must abide by local school policies if the class is held in district school. Their admission to the College will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or another special enrollment category. When/if students in this program become unconditionally admitted to the College or admitted under some other special enrollment category, they will be assessed the standard registration and lab/special tuition fees.

Student's Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook <http://catalog.nwfsc.edu/content.php?catoid=19&navoid=4467>. Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program. Dual Students must comply with secondary school rules when on a secondary school campus and are subject to Northwest Florida State College regulations when enrolled in a Northwest Florida State College in any location.

Students will be informed on the first day of class of the requirements and expectations for the course. This will include the course number, title, and number of credit hours; the required and optional materials; the course objectives; the items that will be graded and how they will be weighted; the method for determining the final grade; and the class policies for attendance, tardy attendance, make-up work, classroom conduct, plagiarism and cheating, student rights and responsibilities, and cell phone use.

Student Attendance

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

is expected. All instructors are free to establish attendance policies for their classes. It is the student's responsibility to notify the instructor and plan to complete any missed work. Make-up work is offered solely at the discretion of the instructor. In addition, high schools may enforce their own policies regarding number of missed days, etc.

Student Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week. Withdrawals require the student to complete the appropriate College form accessible from the Dual Enrollment webpage or by clicking here https://nwfstatecollege.formstack.com/forms/dual_enrollment_withdrawal_form. Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course he or she may not repeat that course under the dual enrollment program. Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Withdrawal from a dual enrollment class is posted on a student's transcript and may have impact on future status in colleges or universities. Dual enrollment students are not permitted to register or withdraw online unless mutually agreed upon by the District and the College.

13. Responsibilities of the Florida College System institution regarding the transmission of student grades in dual enrollment courses to the District

Progress of dual enrollment students during a semester is monitored primarily at the class level where faculty members can report attendance problems (including warning notice) or refer struggling students to various resources available at NWF State College. 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 account. The District and each high school will have midterm and final grades emailed to them. Continued participation in dual enrollment from one semester to the next is determined by the eligibility criteria in section five of this document.

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 District and the College. The District will be invoiced \$850 per credit hour plus mileage when a College instructor provides a course at a high school. 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 District. The District 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 District in accordance with current legislative provisions with payment to the designated bookstore, Barnes and Noble College, by the District upon receipt of an invoice specifying the materials received by each student. Textbooks and other non-consumable instructional supplies issued to students will be the responsibility of the student and property of the District. At the end of the semester all issued books and supplies will be returned to the bookstore and held by the bookstore. The District may reclaim the issued material at any time by written request. Outdated and damaged text books will be returned to the District.

Use of Facilities

As part of the cooperative efforts between the District and the College, neither the District nor the College will charge the other for any use of their respective classroom facilities for courses offered under this program.

FTE Funding

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

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.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:

NWF State College is committed to providing equal opportunities to all students. Disability support services assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments for courses taken on any NWFSC location by registering with the Accommodations Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in district locations will be coordinated by the local high school.

CHOICE Institute/Career Academies

Building upon the concepts of Tech Prep and the traditional accelerated mechanism of dual enrollment, the College will award college or vocational (career-technical) credit as appropriate to students who complete industry certification and/or coursework through a Santa Rosa County School District County CHOICE Institute or other career academy. Students seeking college credit must be admitted to the College and must complete the appropriate credit request processes. Credit shall be awarded upon verification of course completion and/or certification and may be contingent upon completion of subsequent college level courses, faculty interview, student demonstration, portfolio or other validation process.

Credits earned through this arrangement shall not be recorded on the student's college transcript until the student has completed at least fifteen credits of coursework at the College. The fifteen credits may be any combination of college credit, college preparatory credit, or career-technical credit. Credits earned through dual enrollment may be counted in satisfying this requirement. Determination of credits to be awarded through this arrangement rests with the College.

Collaboration in Teacher Preparation Activities

The District Articulation Committee will comprise a steering committee to develop plans and recommendations regarding mechanisms and strategies for improving the preparation of elementary, middle, and high school teachers. The primary goal of the plan will be effective collaboration among school districts, postsecondary institutions, and practicing educators to improve teaching in Florida's public schools. The plans and recommendations will address professional development activities that focus upon local and state needs and that respond to state, national and district policy and program priorities; among the areas to be targeted are technology, English for Speakers of other Languages (ESOL) and Sunshine Standards applicable to science, and Benchmark for Excellence of Student Thinking (BEST) Standards in Math.”

In addition, the College will work with the appropriate District personnel to develop content for and to disseminate information on subject area workshops, Florida Teaching Certification Exam (FTCE) review classes, and similar activities.

Statutory Compliance

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

Annual Review of Agreement

The Superintendent of Schools and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: _____ Date _____
Superintendent and Corporate Secretary

BY: _____ Date _____
Chairman,
The School Board of Santa Rosa County
School District County, FL

BY: _____ Date _____
Dr. Devin Stephenson, President
Northwest Florida State College

APPENDIX A

DUAL ENROLLMENT COURSES, EQUIVALENT HIGH SCHOOL CREDITS AND HIGH SCHOOL SUBJECT AREA

- Per Florida rule and statute, all courses listed on the “Florida Department of Education Dual Enrollment Course List” (state list) and that are offered by the College shall be included in the dual enrollment program defined in this agreement.
- Should the Florida Common Course Numbering System (SCNS) institute a course number change for any of the courses on the state list, the revised course number shall replace the original number per SCNS guidelines and implementation of the change by the College.
- High school credits awarded for successful completion of dual enrollment courses shall conform to the state list.
- Dual enrollment courses shall be applicable to high school subject area requirements according to the state list.
- Per Florida statute and rule, dual enrollment credits shall be weighted by the high schools in the same manner as advanced placement courses when grade point averages are calculated. An alternative grade calculation or weighting system that discriminates against dual enrollment courses shall not be used.

APPENDIX B

PLAN FOR DUAL ENROLLMENT STUDENT ACADEMIC ADVISING

Academic advising for students participating in the dual enrollment program shall consist of the following components:

1. At or near the start of the student's first term of enrollment, he/she should contact a College advisor for an in-person advising session.
2. As part of the advising session, each student will receive a College catalog. The following topics will be covered.
 - College program options/planning and selecting a college major
 - College Course-Level Expectations, including, but not limited to:
 - Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on his/her College transcript,
 - All grades, including "W" for withdrawal, become a part of the student's permanent College transcript and may affect subsequent postsecondary admissions.
 - While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
 - The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
3. The high school counselor will insure the inclusion of dual enrollment course plans in the dual enrolled student's Electronic Personal Educational Planner (ePEP) using the online student advising system available through www.FLVC.org as required by
4. Dually enrolled students will have the same access to advising and program planning tools and resources that traditional College students have.
5. Students will be provided access to a qualified College advisor (dual enrollment coordinator, academic advisor, center director, counselor, etc.) on an appointment basis throughout the year.
6. The College will work with the individual high schools to offer on-site planning and sessions conducted jointly by the College and the high school staff.
7. The College will provide workshops for District staff on various advising and advising-related topics on an as-needed basis.

Updated March 3, 2022

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

This early college/dual enrollment articulation agreement between Northwest Florida State College (“College”) and the Seaside School, Inc. is in effect from August 22, 2022 to July 31, 2023. 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). 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 <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf> or accessed through the Dual Enrollment webpage. A variety of courses will be available on the College campus in Niceville and Fort Walton Beach, and all other College Centers. Dual enrollment students will not be allowed to take online classes without the recommendation of the high school.

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. In accordance with the College's accreditor approval to offer courses county-wide in Walton County public schools, NWFSC can offer up to 24% of the credits towards any college credit program at any given high school. Online courses do not count as courses at the high school, as long as the students are not required to attend any study, enrichment, and instructional, etc. sessions on the high school campus. The courses that may be requested are MAC1105 – College Algebra, MAC1140 – Pre-calculus Algebra, SLS 1101 – College Success, and POS1041 – American Government. The College will

attempt to meet requests. Exceptions must be mutually approved by the College and the SCHS.

Requests for college courses taught on the high school campus should be made to the Director of K-12 Partnerships in the fall semester preceding the academic year in question. The Director of K-12 Partnerships 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 student's sign up for their classes for the 2022-23 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 two classes during the summer semester under the dual enrollment program by following these steps:

- a. New students only: Apply Online for Dual Enrollment Admission through the NWFSC website <https://www.nwfsc.edu/academics/dual-enrollment/> . Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of three business days for an application to process.
- b. Contact a College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
- c. Consult the College website for course options.
- d. 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.
- e. The electronic Dual Enrollment Registration form is located on the Dual Enrollment page of the NWFSC website <https://www.nwfsc.edu/academics/dual-enrollment/> . Students will complete this form with their course selection during the registration period.
- f. Students will complete all sections of the Dual Enrollment Registration form and obtain the required signatures.
- g. The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed. Students will obtain a NWFSC

Student ID Card and parking pass (if needed) at an NWFSC Campus or Center location.

- h.** Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration 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.

Statute states that students must be in grades 6 – 12 and meet the eligibility requirements provided in s., 1007.271 (3), F.S., regarding GPA and placement testing. It also states “Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction.”

A student must be in grades ten (10th), eleven (11th), or twelve (12th) to be eligible for Dual Enrollment courses and must maintain a 3.0 or higher unweighted high school GPA. Dual enrollment students are limited to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student’s first experience with college-level coursework be in the traditional face-to-face classroom environment when possible. 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 (11th grade) and seniors (12th grade) are eligible to participate in college-credit courses during school hours, after school hours, and during the summer term.
- b.** Sophomore (10th grade) 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.
- 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 3.0 or above on high school course work.
- e.** Students must take one of the approved placement tests. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in college English, math, Gordon rule social science or

humanities course, or any courses which require English, math or reading prerequisites.

- f. Students who have not met the minimum requirements for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.
- g. Students who have accumulated 12 college credit hours or more must have a college GPA of 2.0 or above.
- h. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
- i. 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 SCHS under separate agreement. Per the College catalog, upper division coursework is restricted to students who have earned their AA or AS degree.
- j. A student who will be graduating from high school prior to completion of the college semester may not register for the said semester through dual enrollment.

Career Technical Credit Dual Enrollment

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

- a. Juniors (11th grade) and seniors (12th grade) are eligible to participate in career technical credit courses during school hours, after school hours, and during the summer term.
- b. Sophomores are eligible to participate in career technical 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 2.5 or above on high school course work.
- e. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math,

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. 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 (AP) and International Baccalaureate (IB) 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 Portal.

Navigating

Students enrolling in courses under this program may receive academic advising from Student Success Navigators. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the college via phone, chat, or in-person to schedule an appointment. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students. The plan for College dual enrollment guidance services to participating students will be mutually agreed upon by the SCHS 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, Student Success Navigators and dual enrollment personnel inform students and parents that dual enrolled students will be expected to participate fully in college 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 for 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 K-12 Partnerships or a designee of the Director.

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

Dual enrollment students must complete the electronic Dual Enrollment Registration form and have obtained the appropriate signatures. All students are considered college students and are required to abide by the College Student Handbook: <https://catalog.nwfsc.edu/content.php?catoid=27&navoid=8930>.

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. 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

It is acknowledged that instructors assigned to teach courses under this agreement work for NWFSC during their teaching assignment. All instructors must submit official transcripts and be vetted by NWFSC hiring processes. All instructors must complete training and orientation prior to each semester. While working for the college, the adjunct instructor will be a direct report to the chair/director of their discipline. 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, 2018 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 SCHS 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

All students are considered college students and are required to abide by the College Student Handbook <https://catalog.nwfsc.edu/content.php?catoid=27&navoid=8930>. 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 Dual Enrollment Registration form with signature approval by a secondary school official will confirm eligibility; including cumulative high school GPA and ongoing college GPA requirements. Courses dropped during the schedule adjustment period (drop/add) do not appear on students transcripts. Withdrawal from a course 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 or if students in this program become unconditionally admitted to the College or admitted under some other special enrollment category, they will be assessed the standard registration and lab/special tuition fees.

Student 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. It is the students' responsibility to notify the instructor and make arrangements to complete any missed work. Make-up work is offered solely at the discretion of the instructor. In addition high schools may enforce their own policies regarding number of missed days, etc.

Student Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the Dual Enrollment Department by this date. A student who has attempted the final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week.

Withdrawals require the student to complete the appropriate College form. Dual enrollment students are limited to one withdrawal per college course. 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 SCHS and the College.

13. Responsibilities of the Florida College System institution regarding the transmission of student grades in dual enrollment courses to the SCHS

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). 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 account. The SCHS 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 credit classes during the fall or spring terms at any College location. On-line, synchronous web conferencing, or other technology based classes offered by the College are considered to be on the College campus. The School Board will be invoiced by the College and payment should be made to the College within thirty (30) days of the date of the invoice. The College shall provide the standard tuition rate for the upcoming school year to the SCHS. NWFSC will issue an invoice to the SCHS.

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. The instructional materials library will be maintained by 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.

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.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:

NWFSC is committed to providing equal opportunities to all students. The Accommodation Resource Center assists students with disabilities or special needs. Students may request reasonable accommodations and adjustments by registering with the Accommodation Resource Center on the Niceville campus (850-729-6079) for courses on

any college location. Accommodations for classes taught in district locations will be coordinated by the local high school.

Statutory Compliance

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

Annual Review of Agreement

The Chairman of the Seaside School, Inc. Board and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: _____
Chairman
Seaside School, Inc. Board

Date

BY: _____
Dr. Devin Stephenson, President
Northwest Florida State College

Date

APPENDIX A

DUAL ENROLLMENT COURSES, EQUIVALENT HIGH SCHOOL CREDITS AND HIGH SCHOOL SUBJECT AREA

- Per Florida rule and statute, all courses listed on the “Florida Department of Education Dual Enrollment Course List” (state list) and that are offered by the College shall be included in the dual enrollment program defined in this agreement.
- Should the Florida Common Course Numbering System (SCNS) institute a course number change for any of the courses on the state list, the revised course number shall replace the original number per SCNS guidelines and implementation of the change by the College.
- High school credits awarded for successful completion of dual enrollment courses shall conform to the state list.
- Dual enrollment courses shall be applicable to high school subject area requirements according to the state list.
- Per Florida statute and rule, dual enrollment credits shall be weighted by the high schools in the same manner as advanced placement courses when grade point averages are calculated. An alternative grade calculation or weighting system that discriminates against dual enrollment courses shall not be used.

APPENDIX B
[\(Click to return to text\)](#)

PLAN FOR DUAL ENROLLMENT STUDENT ACADEMIC ADVISING

Academic advising for students participating in the dual enrollment program shall consist of the following components:

1. At or near the start of the student's first term of enrollment, he/she should contact a Student Success Navigator for an in-person or virtual advising session.
2. As part of the advising session, each student will receive a College catalog. The following topics will be covered:
 - a. College program options/planning and selecting a college major
 - b. College Course-Level Expectations, including, but not limited to:
 - i. Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on his/her College transcript,
 - ii. All grades, including "W" for withdrawal, become a part of the student's permanent College transcript and may affect subsequent postsecondary admissions.
 - iii. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses, which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
 - iv. The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
3. Dual enrolled students will have the same access to advising and program planning tools and resources that traditional College students have.
4. Students will be provided access to a qualified Student Success Navigator on an appointment basis throughout the year.
5. The College will work with the individual high schools to offer on-site planning and sessions conducted jointly by the College and the high school staff.
6. The College will provide workshops for SCHS staff on various advising and advising-related topics on an as-needed basis.

**INTER-INSTITUTIONAL
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
NORTHWEST FLORIDA STATE COLLEGE AND
THE SCHOOL BOARD OF WALTON COUNTY**

This early college/dual enrollment articulation agreement between Northwest Florida State College (the “College”) and the School Board of Walton County (District) is in effect from August 22, 2022 to July 31, 2023. Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- To shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma;
- To broaden the scope of curricular options available to students; or
- To increase the depth of study available for a particular subject.

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

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

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

1. Ratification or modification of all existing articulation agreements

Under the dual enrollment program, qualified Walton County public high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal/designee, may enroll in college classes through the College. Coordination should be based on the conditions outlined below. The successful completion of the college classes will allow Walton County students to earn college credits, simultaneously counting toward the completion of a high school diploma and a

certificate or a college degree. This agreement applies to high schools in the Walton County School District.

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

Students and parents will be apprised of the opportunity to participate in the dual enrollment program and the availability of related college course offerings through the cooperative effort of the District and the College, to include public news releases, mailings, conferences, and/or announcements made at the schools or on the District or College website (www.walton.k12.fl.us and www.nwfsc.edu). The District shall inform all secondary students of dual enrollment as an educational option and mechanism for acceleration, including eligibility criteria, the option for taking dual enrollment courses beyond the regular school year, and the 24 minimum academic credits required for graduation. The information will be provided in a timely manner, prior to student enrollment in dual courses.

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

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's *Dual Enrollment Course Equivalency List* that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList1920.pdf> or on the Dual Enrollment webpage. A variety of courses will be available on the College campuses in Niceville and Fort Walton Beach and all College Centers. Dual enrollment students will not be allowed to take classes without the recommendation of the high school counselor.

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. Course Equivalencies' may be found at <http://origin.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf>.

Courses may be offered in the high school by invitation and mutual agreement of the District and the College. Courses offered in the high schools may be scheduled on a flexible, rotating, and staggered basis to meet the needs of high school students and to complement the high school curriculum while maintaining the integrity of the college courses; however, these college courses may not be combined with any high school

course. The district's dual enrollment representative may request college courses to be taught on the high school campus using a fully qualified instructor who is employed by the College or the District. In accordance with the College's accreditor approval to offer courses county-wide in Walton County public schools, NWFSC can offer up to 24% of the credits towards any college credit program at any given high school. Online courses do not count as courses at the high school, as long as the students are not required to attend any study, enrichment, and instructional, etc. sessions on the high school campus. The courses that may be requested are MAC1105 – College Algebra, STA2023 – Statistics, ENC1101 – Composition I, and EVR1001C – Environmental Science. The College will attempt to meet requests. Exceptions must be mutually approved by the College and the District.

Requests for college courses taught on a high school campus should be made to the Director of K-12 Partnerships in the fall semester preceding the academic year in question. The Director of K-12 Partnerships will work with the College departments to determine if the requests can be filled. The Director will let the high school know if the class can or cannot be offered. This should be completed before high school student's sign up for their classes for the 2022-2023 school year. The College will inform the District no later than one term before courses are offered which instructional materials are required for the courses.

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

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that is in compliance with s. 1002.42(2), F.S. and provides a secondary curriculum pursuant to s. 1003.4282, F.S. Students who are eligible for dual enrollment pursuant to this section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

Students must meet the eligibility requirements – there are no exceptions for dual enrollment. Students that meet the eligibility requirements may register for approved college credit courses. The total number of college credit hours shall not exceed (16) in any fall or spring semester or two classes during the summer semester and two courses in the summer. Students may take up to two online courses each term.

Students must follow these steps:

- a. New students only: Apply Online for Dual Enrollment Admission through the NWFSC website. Students will receive an NWFSC email with their identification number indicating their application has processed. Students should anticipate a minimum of 3 business days for application to process.
 - b. Contact the NWFSC College test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.
 - c. Consult the College website for course options.
 - d. 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.
 - e. Complete the electronic Dual Enrollment Registration form that is located on the Dual Enrollment page of the College website <https://www.nwfsc.edu/academics/dual-enrollment/>. Students must complete the form with their course selection during the registration period.
 - f. Complete all sections of the Dual Enrollment Registration form and obtain the required signatures.
 - g. The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
 - h. Obtain an NWFSC Student ID Card.
 - i. Students will take a paper printout of their NWFSC student schedule or an electronic copy on their phone and their NWFSC Student ID Card to the Niceville campus College store (Barnes & Noble) to pick up textbooks. Allow three business days after confirmation of registration to pick up textbooks.
- 5. Additional eligibility requirements for participation in the dual enrollment program**

Student Rights and Responsibilities

Dual Enrollment students have the same rights and responsibilities as non-dual enrollment college students. Dual enrollment students and their parents are encouraged to refer to the early college/dual enrollment webpage on the College website at <http://www.nwfsc.edu/Students/Enrollment/Admissions/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 must reference the course syllabi which details the requirements and expectations for the course on the first day of class. The syllabi 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.

Per the Florida Board of Education, students enrolled in the Walton County School District 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. Dual enrollment students who are enrolled in 12 or more credits in a semester are considered full-time dual enrollment.

Statute states that students must be in grades 6 – 12 and meet the eligibility requirements provided in section 1007.271 (3), F.S., regarding GPA and placement testing. It also states “Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction.”

General Dual Enrollment Admissions Guidelines

A student must be in grades ten (10), eleven (11), or twelve (12) to be eligible for Dual Enrollment courses and must maintain a 3.0 or higher college GPA to remain eligible for dual enrollment. The total number of college credit hours shall not exceed sixteen (16) in any fall or spring semester or two classes during the summer semester.

Dual enrollment students are limited to two online classes per semester. Both parties recognize that online coursework represents a unique set of challenges for students. It is recommended that a dual enrollment student’s first experience with college-level coursework be in the traditional face-to-face classroom environment when available.

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 (11th grade) and seniors (12th grade) are eligible to participate in college-credit courses during school hours, after school hours, and during the summer term.
- b. Sophomore (10th grade) 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.
- 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 (9th grade) school year.
- d. Students shall have a cumulative, un-weighted high school grade-point average (GPA) of 3.0 or above.
- e. Students must take one of the approved placement tests. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon Rule social science or humanities course, or any courses which require English, math or reading prerequisites.
- f. Students who have not met the minimum requirement for all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.
- g. 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.
- h. Under the dual enrollment articulation agreement, students are only allowed one attempt per course.
- i. Dual enrollment students are limited to a total of three unsuccessful attempts in the dual enrollment program. An unsuccessful attempt is defined as a failing grade (F) or a withdrawal from a course.
- j. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12th grade students.
- k. College courses offered as part of the technical/core requirements in limited access programs such as Dental Assisting, and Radiography, or courses and/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. Per the College catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.
- l. A student who will be graduating from high school prior to completion of the college semester may not register for the said semester through dual enrollment.

Career Technical Credit Dual Enrollment

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

- a. Juniors (11th) and seniors (12th) are eligible to participate in career technical credit courses during school hours, after school hours, and during the summer term.
- b. Sophomores (10th) are eligible to participate in career technical -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. (Exception in Appendix C)
- e. Students must meet the minimum requirement for the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, Gordon rule social science or humanities course, or any courses which require English, math or reading prerequisites.
- f. Students must also satisfy all Test of Adult Basic Education (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. For Career Certificate clock hour courses taken through dual enrollment, the following methodology must be used for the awarding of high school credits: 0.5 high school credit for each 75 hours in the course rounded down to the nearest 0.5 credits. High school credits are awarded upon completion of the postsecondary course.

The College will provide the principal and the appropriate District office a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this agreement. Dual enrollment students will be able to view their grades online using Raidernet. The student's final grade in the college course shall be posted to the student's high school transcript. The District will weigh the early college/dual enrollment courses the same way that they weigh advanced placement and International Baccalaureate courses. Additional information about dual

enrollment courses, equivalent high school credits, and high school subject area is included in [Appendix A](#).

Student Transcripts

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

Navigating

Students enrolling in courses under this program may have the opportunity to receive academic advising from Student Success Navigators at the College. Students may schedule an appointment with a Student Success Navigator at any point during the semester. A student must contact the college via phone, chat, or in-person to schedule an appointment. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students. 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, Student Success Navigators and dual enrollment personnel inform students and parents that dual enrolled students will be expected to participate fully in college courses. The curriculum, content evaluation of performance, and selection of instructional material is the prerogative of the professor in accordance with college approved syllabi. All courses included in the dual program are subject to the academic standards of the College, including but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The College Vice President of Academic Affairs, the College Curriculum Committee and respective divisions or departments of the College monitor the instructional quality of all college courses per institutional guidelines and the *Statement of Standards for Dual Enrollment/Early College Programs in the Florida Community College System*. Courses offered under the dual program meet or exceed the standards of the Southern

Association of Colleges and Schools. All grades earned will be reported to the appropriate high school and posted to the Northwest Florida State College Transcript; hence the dual grades are part of the permanent postsecondary academic record.

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

Exceptions are not allowed to the required 3.0 unweighted cumulative high school grade point average.

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

Dual enrollment students must complete the electronic Dual Enrollment Registration Form and have obtained the appropriate signatures. The Dual Enrollment Registration Form will be processed in the order it is received during the approved registration period. Specific term information may be altered for dual classes taught at a secondary school site. General term information is published on the College web site 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

It is acknowledged that instructors assigned to teach courses under this agreement work for the College during their teaching assignment. All instructors must submit official transcripts and be vetted by NWFSC hiring process. All instructors must complete training and orientation prior to each semester. While working for the college, the adjunct instructor will be a direct report to the chair/director of their discipline. 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, 2018 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 school District personnel as needed. For classes meeting in the high schools, it is recognized that administrative responsibilities of the public school facility rests with the principal, with whom the College instructor shall cooperate fully.

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

Administrative Responsibility

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

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

Students will be screened at each registration period according to the eligibility criteria in section five. The Dual Enrollment Registration Form with signature approval by a secondary school official will confirm eligibility; including cumulative high school GPA and ongoing college GPA requirements. Courses dropped during the schedule adjustment period (drop/add) do not appear on students transcripts. Withdrawal from a course 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 enrollment 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 or if students in this program become unconditionally admitted to the College or admitted under some other special enrollment category, they will be assessed the standard registration and lab/special tuition fees.

Student Rights and Responsibilities

All students are considered college students and are required to abide by the College Student Handbook <https://catalog.nwfsc.edu/content.php?catoid=24&navoid=7381> . Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Students will be informed on the first day of class of the requirements and expectations for the course. This will include the course number, title, and number of credit hours; the required and optional materials; the course objectives; the items that will be graded and how they will be weighted; the method for determining the final grade; and the class policies for attendance, tardies, make-up work, classroom conduct, plagiarism and cheating, student rights and responsibilities, and cell phone use.

Student Attendance

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the District. Regular and prompt attendance in all classes is expected. All instructors are free to establish attendance policies for their classes. It is the students' responsibility to notify the instructor and make arrangements to complete any missed work. Make-up work is offered solely at the discretion of the instructor. In addition, high schools may enforce their own policies regarding number of missed days, etc.

Student Withdrawal from College Classes

Dual students may withdraw no later than the last day of classes as published on the NWFSC Academic Calendar. All required signatures should be obtained and received by the NWFSC Dual Enrollment program by this date. A student who has attempted the final exam is no longer eligible to withdraw from the course, even if the exam is given prior to the traditional exam week.

Withdrawals require the student to complete the appropriate College form accessible from the Dual Enrollment webpage or by clicking here https://nwfstatecollege.formstack.com/forms/dual_enrollment_withdrawal_form. Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course, he or she may not repeat that course under the dual enrollment program. Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. Withdrawal from a dual enrollment class is posted on a student's transcript and may have impact on future status

in colleges or universities. Dual enrollment students are not permitted to register or withdraw online unless mutually agreed upon by the District and the College.

13. Responsibilities of the Florida College System institution regarding the transmission of student grades in dual enrollment courses to the District

Progress of dual enrollment students during a semester is monitored primarily at the class level where faculty members can report attendance problems (including a warning notice) or refer struggling students to various resources available at NWFSC. 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 account. The District and each high school will have midterm and final grades emailed to them.

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 District and the College. The District will be invoiced \$850 per credit hour plus mileage when a College instructor provides a course for a high school. 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 District. The District 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. On-line, synchronous web conferencing, or other technology based classes offered by the College are considered to be on the College campus. The School District will be invoiced by the College and payment should be made to the College within thirty (30) days of the date of the invoice. The College shall provide the standard tuition rate for the upcoming school year to the school district. The College will issue an invoice to the District. The District will be invoiced \$2.33 or as state rule requires per student clock hour for dual students taking Career Technical clock hours courses during the fall and spring terms.

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 District 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 District. Students must pick up textbooks from Barnes and Noble College

store on or before the designated time published in alignment with published deadlines for students receiving financial aid. No books will be issued to students beyond this date unless approved by a School Board of Walton County designee. . At the end of the semester all issued books and supplies will be returned to the bookstore and held by the bookstore. The District may reclaim the issued material at any time by written request. Outdated and damaged textbooks will be returned to the District.

Use of Facilities

As part of the cooperative efforts between the District and the College, neither the District nor the College will charge the other for any use of their respective classroom facilities for courses offered under this program.

FTE Funding

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

15. Institutional responsibilities for student transportation, if provided

Students enrolling for college courses scheduled for locations other than the high school in which they are enrolled 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 rear view mirror of the vehicle when parking at the College. Student parking is designated with white lines.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i), F.S., shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution:

NWFSC is committed to providing equal opportunities to all students. The Accommodation Resource Center is able to assist students with disabilities or special needs. Students may request reasonable accommodations and adjustments by registering with Disability Support Services in the Student Center on the Niceville campus (850-729-6079). Accommodations for classes taught in district locations will be coordinated by the local high school.

CHOICE Institute/Career Academies

Building upon the concepts of Tech Prep and the traditional accelerated mechanism of dual enrollment, the College will award college or vocational (career-technical) credit as appropriate to students who complete industry certification and/or coursework through Walton County CHOICE Institute or other career academy. Students seeking

college credit must be admitted to the College and must complete the appropriate credit request process. Credit shall be awarded upon verification of course completion and/or certification and may be contingent upon completion of subsequent college level courses, faculty interview, student demonstration, portfolio or other validation processes.

Credits earned through this arrangement shall not be recorded on the student's college transcript until/unless the student has completed at least fifteen credits of coursework at the College. The fifteen credits may be any combination of college credit, college preparatory credit, or career technical credit. Credits earned through dual enrollment may be counted in satisfying this requirement. Determination of credits to be awarded through this arrangement rests with the College. Office of Academic Records and Enrollment and applicable Academic Department at NWFSC.

Collaboration in Teacher Preparation Activities

The District Articulation Committee will comprise a steering committee to develop plans and recommendations regarding mechanisms and strategies for improving the preparation of elementary, middle, and high school teachers. The primary goal of the plan will be effective collaboration among school districts, postsecondary institutions, and practicing educators to improve teaching in Florida's public schools. The plans and recommendations will address professional development activities that focus upon local and state needs and that respond to state, national and district policy and program priorities; among the areas to be targeted are technology, English for Speakers of other Languages (ESOL) and Florida Standards applicable to mathematics and science.

In addition, the College will work with the appropriate District personnel to develop content for and to disseminate information on subject area workshops, Florida Teacher Certification Exam (FTCE) review classes, and similar activities.

Statutory Compliance

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

Annual Review of Agreement

The Superintendent of Schools and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY: _____
A. Russell Hughes, Superintendent

Date

BY: _____
Bill Eddins, Chairperson
The School Board of Walton County

Date

BY: _____
Dr. Devin Stephenson, President
Northwest Florida State College

Date

APPENDIX A

DUAL ENROLLMENT COURSES, EQUIVALENT HIGH SCHOOL CREDITS AND HIGH SCHOOL SUBJECT AREA

- Per Florida rule and statute, all courses listed on the “Florida Department of Education Dual Enrollment Course List” (state list) and that are offered by the College shall be included in the dual enrollment program defined in this agreement.
- Should the Florida Common Course Numbering System (SCNS) institute a course number change for any of the courses on the state list, the revised course number shall replace the original number per SCNS guidelines and implementation of the change by the College.
- High school credits awarded for successful completion of dual enrollment courses shall conform to the state list.
- Dual enrollment courses shall be applicable to high school subject area requirements according to the state list.
- Per Florida statute and rule, dual enrollment credits shall be weighted by the high schools in the same manner as advanced placement courses when grade point averages are calculated. An alternative grade calculation or weighting system that discriminates against dual enrollment courses shall not be used.

APPENDIX B

PLAN FOR DUAL ENROLLMENT STUDENT ACADEMIC ADVISING

Academic advising for students participating in the dual enrollment program shall consist of the following components:

1. At or near the start of the student's first term of enrollment, he/she should contact a Student Success Navigator for an in-person or virtual advising session.

As part of the advising session, each student will receive information on accessing the College catalog on the NWFSC website. The following topics will be covered:

- College program options/planning and selecting a college major
 - College Course-Level Expectations, including, but not limited to:
 - Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on his/her College transcript,
 - All grades, including "W" for withdrawal, become a part of the student's permanent College transcript and may affect subsequent postsecondary admissions.
 - While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
 - The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
2. The high school counselor will insure the inclusion of dual enrollment course plans in the dual enrolled student's Electronic Personal Educational Planner (EPEP) using the online student advising system available through www.FLVC.org as required by

1003.413(3)(i), Florida Statutes, to minimize enrollment in a random selection of college courses.

3. Students will be provided access to a qualified Student Success Navigator () on an appointment basis throughout the year.
4. The College will work with the individual high schools to offer on-site planning and sessions conducted jointly by the College and the high school staff.
5. The College will provide workshops for District staff advising on related topics on an as-needed basis.

APPENDIX C
CAREER TECHNICAL COURSES

<http://origin.fl DOE.org/core/fileparse.php/5421/urlt/CareerTechList.pdf>

NWFSC Aviation Airframe Mechanics (CCP) (AIRF)

Subject	Course	Title	Clock Hours	High School Credit
AMT	0701	Aviation Maintenance Tech General I	110	.5
AMT	0702	Aviation Maintenance Tech General II	110	.5
AMT	0703	Aviation Maintenance Tech General III	110	.5
AMT	0704	Aviation Maintenance Tech General IV	120	.5

Successful completion of these four courses earns a student 450 of 1350 clock hours toward the Aviation Airframe Mechanics (CCP) (AIRF).

Required GPA: Student must have an unweighted 2.5 high school GPA to take these classes.

Tuition:

Walton County School District will be invoiced \$2.33 per clock hour for courses students take from the list above.

Textbooks:

The cost of textbooks will be the responsibility of the District, as indicated in section 14 under the heading Instructional Materials.

Exam Fees:

For the 2022-23 year, NWFSC will use existing grant funds to cover the General Exam fee of \$575 for students who express a desire to continue in the program and meet 80% Performance level on the final exam for Course 0704. NWFSC will retain any CAPE funds obtained. This agreement will be reviewed annually.

Consumable Instructional Fees:

For the 2022-23 year, NWFSC will use existing grant funds to cover the Consumable Instructional Fees. This agreement will be reviewed annually.

AMT 0701 - \$22.00

AMT 0702 - \$75.00

AMT 0703 - \$100.00

AMT 0704 - \$50.00



Memo

To: Board of Trustees
From: Dr. Devin Stephenson, President
Date: April 19, 2022
Re: Okaloosa County Emergency Communications Tower Agreement

Okaloosa County has proposed to build an emergency communications tower on the Niceville Campus. The site will join the countywide Emergency Communications System, which consists of twelve towers, 911 centers, and mobile and portable units, serving more than thirty public safety organizations, including EMS, Fire/Rescue, law enforcement, and the College’s Campus Safety & Security department.

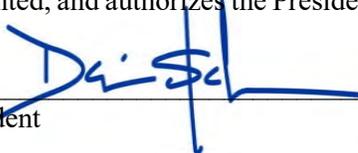
The College and County have agreed on a 100-foot by 100-foot site for the tower. The agreement proposes:

- The County would receive an easement over a 100-foot by 100-foot site in the northeastern corner of the Niceville Campus that is unused. The County may not obstruct College operations.
- The County will construct the emergency communications tower and operate it for a 30-year initial term with up to two 10-year extension terms (50 years total, which is the life of the system).
- In exchange, the College will be added to the emergency communications system and interconnected with countywide emergency services. Additionally, the College Police Department will receive eight new vehicle radios at \$2,726 installed; eleven new portable radios at \$3,090 each; and an additional two radios should the department expand. The tower may bolster cell service coverage on campus, and the County will permit the College to install on the tower cameras overlooking the campus; campus wireless internet; a public announcement or siren alert system; and, on a case-by-case basis, other tower additions to serve College purposes.
- The County is responsible for maintenance and any wear or damage that may occur outside the site. At the conclusion of the term, the County is also responsible for removing the tower and any other installation above the surface of the ground. It is also responsible for utilities at the site. The chosen site will limit construction traffic through campus due to its more isolated location.

The College has a longstanding practice of collaborating with Okaloosa County on public safety projects. In the prior five years of its work with the County, the College has avoided at least \$1,500,000 in costs of police dispatch and has received at least \$74,000 in donations of vehicles, equipment, and waived range use and class fees. This agreement is also a natural extension of the 2020 Emergency Operations Center agreement. The College recommends this agreement as an expansion of its partnership with the County to increase public safety in our service area.

RECOMMENDATION:

The Board of Trustees approves the Okaloosa County Emergency Communications Tower Agreement, as presented, and authorizes the President to take all action necessary to execute and implement the agreement.



President

April 19, 2022

Date

**TOWER SITE AGREEMENT
BETWEEN OKALOOSA COUNTY
AND NORTHWEST FLORIDA STATE COLLEGE**

THIS AGREEMENT (“Agreement”) is made this _____ day of April 2022, by and between Okaloosa County, a political subdivision of the state of Florida (the “County”), and The District Board of Trustees of Northwest Florida State College (“College” or “NWFSC”), a member of the Florida College System constituted as a political subdivision of the state of Florida under § 1004.67, Florida Statutes (F.S.), for use of a site to construct and maintain a radio tower to enhance public safety as part of a countywide Emergency Communications System for Okaloosa County. Collectively, the County and the College are referred to as the “Parties.”

WITNESSETH

WHEREAS, Northwest Florida State College owns Property located on its Niceville Campus;

WHEREAS, the “Property” is approximately 100 feet by 100 feet as shown on Exhibit A inclusive of a route of ingress and egress from College Boulevard to the site and other utility easements;

WHEREAS, the County desires to construct and maintain an Emergency Communication radio tower and other related emergency radio communications equipment and devices (referred to as the “Site”) as a portion of the County’s the Emergency Communication System or “System” to enhance county Public Safety emergency communications;

WHEREAS, such radio tower and other related emergency radio communications equipment and devices on the Site will include, but are not limited to, antennas, cabling, lighting protection, radio transmitting and receiving equipment, microwave dishes, lighting, and similar equipment on the tower and, on the ground, a climate controlled structure with back-up power generation at the base of the tower within the enclosure that will have servers, routers, and other electronic devices to process communication and data for the Public Safety emergency communications;

WHEREAS, this Site will operate as part of a comprehensive countywide network of 12 towers, 911 centers, and mobile and portable units for such emergency communications;

WHEREAS, the System will serve more than 30 different public safety entities to include all Emergency Medical Services, Fire/Rescue, Law Enforcement, and Okaloosa Emergency Management Agencies, as well as Transit, Utilities, and similar countywide support agencies to include the College’s Police Department, which will be on the system and interconnected with these other agencies, whereas today they are not;

WHEREAS, many of the agencies on the System described above serve the College, its employees, students, and the College’s Police Department;

WHEREAS, the lack of interoperability between responding agencies has been a consistent comment in post-tragedy reviews such as the Marjorie Stoneman Douglas school shooting in South Florida;

WHEREAS, the College is willing to permit the County to construct, use, and maintain such tower in a location approved by the College in exchange for the consideration provided for in Section 10 and 11, with such being deemed to compensate the College for the value of the College property on which a Site of the Emergency Communication System is placed; and,

WHEREAS, the County may permit additional tenants on the Property to defray the costs of maintaining the System, which may also provide additional benefits to the College campus for other types of non-emergency coverage.

NOW, THEREFORE, in consideration of these premises and the mutual covenants of the Parties it is agreed as follows:

1. **Property.** The College grants the County an easement over the Property (100 foot by 100 foot) to install, maintain, operate, and remove a radio tower, communication equipment, and appurtenances, the location of which is shown on the detailed map attached to this Agreement as Exhibit A, which are further combined with easements for access, utilities, and temporary construction easements. Upon approval of this Agreement, a survey with legal description shall be added to Exhibit A to definitively identify the Property at no cost to the College.
2. **Use.** The County shall be permitted to install a self-supporting, 250-foot Public Safety Grade Radio tower on the Property in accordance with the details set forth in Exhibit B attached to and incorporated in this Agreement, to include but not limited to all cabling, emergency power generators, utilities, fencing, site work, and related equipment on the Property and to install or improve utilities and access to get to the Property and the granted Easements.
3. **Term.** The initial term of this Agreement shall be for a period of thirty (30) years commencing on the day of execution of this Agreement. Within 5 years of the end of the initial term or the first extension term, the County shall have the right to extend this Agreement by written notice for up to two additional ten (10) year periods conditioned upon the Property still being used as part of the Emergency Communication System. Any and all rights conveyed by this Agreement, or any documentation related to it, reverts to the College when the term concludes (if the initial term, 30 years, or if the County exercises one or both of its extension periods, at the end of the extension period). Neither easement nor any other rights conveyed within this Agreement are assignable or transferable, in whole or in part or for any part or the whole of the term of the Agreement, except as provided in conjunction with County subleases, as generally described in Sections 6, 7, and 13.
4. **Construction.** The County shall be solely responsible for all costs and obligations related to construction on and off the Property including, but not limited to, the tower installation, all tower-mounted equipment, ground equipment, site development, stormwater, utilities, fencing access road from the parking lot and all related construction necessary. Any and all construction will be performed by the County or its contractors in a safe manner consistent with current industry engineering and construction standards and practices.
5. **Construction Site Maintenance.** During construction on the Property, the County shall maintain the Property and any Construction Area Easement, and any other work within any related easement in a safe, secure, and workmanlike manner and shall minimize any aesthetic blight. If any prolonged construction stoppage lasting thirty days or more occurs, the County shall implement additional measures to address the safety, security, cleanliness, and aesthetics of the site until construction resumes. Additionally, during Florida's Hurricane Season, the County shall secure the site prior to any emergency event and shall take all necessary measures to remove windblown hazards. During construction, the County shall coordinate any construction access needs through College gates near the Site with the Campus Police Department and ensure that all construction work adheres to College security measures, including, but not limited to, gate closure periods.
6. **Property and Egress/Ingress Access Easement.** The County shall be permitted, through the duration of this Agreement and any future extensions, to ingress and egress and utilities on and to the Property and related easements for the purpose of design, construction/installation, upgrading, repair, testing, refueling, and maintenance of the Property, Site, and System. The County's employees and agents shall be permitted ingress and egress to the Property and related easements twenty-four hours per day, seven days per week; provided, however, that the College may provide equal, alternative ingress and

egress and utility access for the Property and related easements during routine security activities (such as overnight gate closures near the Site), emergency situations where access is restricted, during the initial construction period for construction traffic, during special events, and if any other construction or activities at the College alters the traffic patterns of the campus. In furtherance of providing the County with access to the Property and related Easements, the Parties will execute contemporaneously with this Agreement an easement, a copy of which is attached to this Agreement as Exhibit C. It is expressly agreed by the Parties that the County, its agents, and any sublessees have the right to use the County's interest in the easement granted by the College. No use of the Egress/Ingress Access Easement will block, obstruct, or otherwise affect the functioning of the College, with full acknowledgement and understanding that College operations regularly occur throughout the day, evenings, and weekends. Although not anticipated, any necessary blockage shall be only temporary and occur in off usage periods in coordination with College facility staff and when not in use by College events.

7. **Temporary Construction Area Easement(s).** An additional area outside the Property is necessary for the initial construction and any major construction upgrades that may be necessary during the term of this Agreement. This may include the staging of vehicles, cranes, tower sections, and other related equipment for the Property. The Parties will execute contemporaneously with this Agreement an initial temporary construction easement to the County for a duration of up to two (2) years, a copy of which is attached hereto as Exhibit D. The construction will not block, obstruct, or otherwise affect the functioning of the College, with full acknowledgement and understanding that College operations regularly occur throughout the day, evenings, and weekends. Although not anticipated, any necessary blockage shall be only temporary and occur in off usage periods in coordination with College facility staff and when not in use by College events.

The College agrees to work with the County for any future construction area easements necessary to support future construction on the Property to include adding/removing tower equipment including utilities, major tower or utility maintenance, and repair and/or replacement. Temporary future construction easements shall be for the minimum durations necessary, and the Parties shall work cooperatively together on these locations.

8. **Damage.** If College property within or outside of the Property defined in section (1) is damaged by the County, its agents, or sublessees, during the term of this Agreement, the County is responsible for the cost and expense of repairing such damage.
9. **Approvals/Permitting.** The County's proposed tower location, height, and related uses are considered approved by the College for zoning and land use approval. The County shall receive prior written approval from the College for all construction activity per the Florida Building Code. The County, with College's cooperation if needed, shall obtain all required governmental and quasi-governmental permits, licenses, approvals, and authorizations including but not limited to the FAA (which includes military coordination) for height and airspace penetration issues.
10. **Consideration.** The College will not require the County to make monetary rent payments. As consideration to the College for use of the Property and related easements, the County will provide the following consideration:
 - a. The College Police Department will receive 8 new vehicle radios at \$2,726 installed, 11 new portable radios at \$3,090 each as part of the initial System construction and start up, and an additional two radios should the department expand throughout the term of this Agreement.
 - b. The College Police Department will receive free access to a brand-new state of the art \$17 million 800Mhz P25 Phase II Emergency Radio communication system at no cost initially or ongoing so long as the system shall exist.

- c. Campus security will be bolstered because the College Police Department radios will be interoperable with all first responders in the County to include the Sheriff's Department, the County EMS and the EOC, Niceville PD, Niceville Fire Rescue, and East Niceville Independent Fire District and other responding agencies.
- d. The College may experience better cell service coverage because of the Site installation.
- e. The College shall be permitted to use the Site as specifically listed in Section 11 below.

11. **College Tower Usage.** The County shall permit the College to install equipment on the Site for the College's use but not for other commercial purposes. The following shall be permitted on the Site at no cost for use and use for these purposes shall be considered in-kind and shall be considered a sublease:

- a. Cameras overlooking the campus;
- b. Campus wireless internet for its students, staff, guests, and other College use; and
- c. A Campus Public Announcement System and/or Siren Alert System.

For its usage, the College shall be responsible for its own installation, utilities, and maintenance to include equipment removal if no longer operable, unless otherwise agreed to by the County through written agreement. The County shall cooperate with the College to provide secure access rights to the secure compound to install and thereafter maintain or remove its equipment. Such equipment shall be installed and maintained to not interfere or cause damage to any other Site equipment.

In good faith, the County may permit other College tower usage on a case-by-case basis when such uses can reasonably be accommodated based on engineered weight and wind load analysis of the Site and provided it does not take away from the capacity of the Site to accommodate other paying towers users that will offset Emergency Communication System costs.

- 12. **Utilities.** The County will construct at its expense all required electrical, fiber, or other utilities necessary to support its equipment on the Property. The County shall be fully responsible for all utility usage for the Property. Beyond the initial construction, future utility construction may be necessary to serve the County or future site users.
- 13. **Subleasing.** The County may sublease any portion of the Site to another entity for purposes of use of the System, non-exclusively or exclusively, solely and exclusively for uses consistent with the permitted uses articulated in this Agreement. Sublessees shall have the rights granted to the County under this Agreement to use of the Property, ingress, egress, construction, and utilities. The County may choose not to sublease any portion of the Site in its discretion; however, if the County chooses to sublease any portion of the Site, examples of the subject of those subleases may include, without limitation, cell phone/data providers, State of Florida emergency communication system, Okaloosa School radio repeaters for its bus system, wireless internet providers and similar type wireless technology/communications providers. Revenues from these subleases shall be used to offset the initial cost and ongoing costs of maintaining the Emergency Communications System including the tower, grounds, staffing, generators, shelters, emergency communications equipment, radio costs, construction costs, and land costs, to include all components and apparatus.
- 14. **End of Lease Remediation.** Within three (3) months of the end of the Term as described by section (3), the County shall have the right to remove the tower and all vertical equipment and other physical improvements above the surface of the ground ("Improvements"). Should the County not desire to exercise its right for all or any portion of the Improvements, prior to the end of the Term it shall offer any of the remaining Improvements to the College, in writing, as is, and at no cost. If the College accepts some or all the Improvements offered, it shall do so in writing within thirty (30) days of the offer from the County. The County shall be fully responsible for removing any and all Improvements

that are not accepted by the College at the County's expense. The County shall not be responsible for removing any improvements at or below surface of the ground.

General Provisions

15. **Governing Law & Venue.** This Agreement shall be interpreted in accordance with the laws of the State of Florida without regard to its principles of conflicts of laws. Venue for any legal proceedings shall be in the state courts of Okaloosa County, Florida.
16. **Notices.** All notices shall be in writing. Such notices or demands shall be mailed or hand-delivered to the other party at the following address which may be changed in writing from time to time:

County:

Okaloosa County BCC
Attn: County Administrator
1250 N. Eglin Pkwy Suite 102
Shalimar, FL 32579

With a Copies to:

Nabors, Giblin, & Nickerson, LLC
Attn: Okaloosa County Attorney
1250 N. Eglin Pkwy, Suite 102
Shalimar, FL 32579

Okaloosa County Sheriff's Office
Attn: Facilities Director
50 2nd Street
Shalimar, Florida, 32579

College:

Northwest Florida State College
Attn: President
100 College Blvd East, Building 400
Niceville, FL 32578

With a Copies to:

Northwest Florida State College
Attn: Associate Vice President/General Counsel
100 College Blvd East, Building 400
Niceville, FL 32578

Northwest Florida State College
Attn: VP of Business Operations
100 College Blvd East, Building 310
Niceville, FL 32578

Either party may change the notice designation, at any time, by providing the other party with written notice five (5) days in advance of the change.

17. **Independent Contractor.** The Parties to this Agreement shall at all times be acting in the capacity of independent contractor and not as an officer, employee, or agent of one another. Neither party or its respective agents, employees, subcontractors, or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so.
18. **Insurance.** The County and its contractors shall provide the College certificates of insurance for coverage for the normal insurance required by the College for Vendors, Contractors, and Service Providers as listed at the minimum levels below and as the College may change from time to time. All required insurance policies shall be written by a financially responsible carrier that is authorized to do business in Florida and that possesses a minimum A.M. Best's Insurance Guide rating of "A." The College reserves the right to accept or reject the insurance carrier(s), provided that approval shall not be unreasonably withheld. The County and its contractors shall deliver to the College certificates of insurance evidencing the existence and amount of such insurance at the beginning of each term specified under this Agreement. All insurance policies shall provide that they shall not be canceled or amended without the insurance company giving both Parties, or where required named insured, thirty

(30) days' prior written notice. Neither party shall by action or omission cause the insurance to be invalidated. In the event the insurance coverage expires at any time during the term of this Agreement, a renewal certificate shall be issued thirty (30) days prior to said expiration date. If the County and its contractors fail to obtain and keep in force the required insurance, the College may obtain the same at the expense of the County and its contractors. The current insurance required is as follows:

- a. Either comprehensive general liability insurance or a comprehensive general liability self-insurance program insuring the County and the College against liability arising out of the occupancy and use of the Premises by the County and its contractors. Such policy shall be at least a combined single limit policy in an amount not less than \$1,000,000 combined single limit and \$2,000,000 aggregate. The College shall be named as an additional insured this policy: Northwest Florida State College, 100 College Boulevard E, Niceville, FL 32578.
- b. Workers' compensation and employer liability insurance for the employees working at or visiting the Premises. The insurance shall be consistent with the statutory minimum, as amended from time to time, and in no case less than the amount of \$500,000 per accident and \$500,000 disease per employee.
- c. Automobile Liability insurance in an amount not less than \$1,000,000 combined single limit, per occurrence for bodily injury and property damage, including owned, hired, and non-owned vehicle coverage.

19. **Indemnification.** Unless otherwise stated in this Agreement, each party shall be solely responsible for the conduct of its employees and agents in connection with their performance or obligations under this Agreement, and hold the other harmless for any injuries or damages arising under this Agreement, and shall defend any claims for injuries or damages, even if such claims be groundless or fraudulent, except that liability in such cases shall not exceed the waiver limitations set forth in section 768.28, F.S., as it now exists or as it may be amended. Nothing in this Agreement is intended to violate the terms of section 768.28(19), F.S., regarding indemnities between public Parties.
20. **Sovereign Immunity.** Nothing in this Agreement is intended to serve as a waiver of sovereign immunity by either party or of any rights or limits to liability existing under section 768.28, F.S. Nothing in this Agreement is intended to violate the terms of section 768.28(19), F.S. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.
21. **Confidential and Exempt Security and Safety Plan Information.** The Parties acknowledge that the plans and information related to the System to be installed are exempt from section 119.07(1), F.S., and section 24(a), Article I of the State Constitution, pursuant to section 119.071(3), F.S. In addition, such System plans and specifications constitute information relating to the security systems for property owned or leased by a political subdivision of the State of Florida and, pursuant to section 281.301(1), F.S., are confidential and exempt from public disclosure. This Agreement document, however, is not confidential and exempt from public disclosure.
22. **Third Party Beneficiaries.** It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third-party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage under the terms or provisions of this Agreement.
23. **Entire Agreement.** This Agreement contains the entire agreement between the Parties and supersedes all prior oral or written agreements. The Parties acknowledge that they have not relied upon any statement, representation, prior or contemporaneous written or oral promises, agreements, or

warranties, except such as are expressed in this Agreement. The terms of this Agreement can only be amended in writing upon mutual agreement of the Parties and execution of the amendment by both Parties.

24. **Conflicting Provisions.** The terms, statements, requirements, or provisions contained in this Agreement shall prevail and be given superior effect and priority over any conflicting or inconsistent terms, statements, requirements, or provisions contained in any other document or attachment.
25. **Severability.** If any term of this Agreement is deemed, by the court having appropriate jurisdiction, invalid or unenforceable, the remainder of the terms of this Agreement shall remain in full force and effect. This Agreement shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all the terms and provisions in this Agreement.
26. **Effective Date.** Once executed by both Parties this Agreement shall become effective immediately.

IN WITNESS WHEREOF, the Parties have made and executed this Agreement on the respective dates under each signature.

Signature Page Follows

NORTHWEST FLORIDA STATE COLLEGE:

Dr. Devin Stephenson, President

Date

ATTEST:

Name and Title: _____

OKALOOSA COUNTY, FLORIDA:

Mel Ponder, Chairman

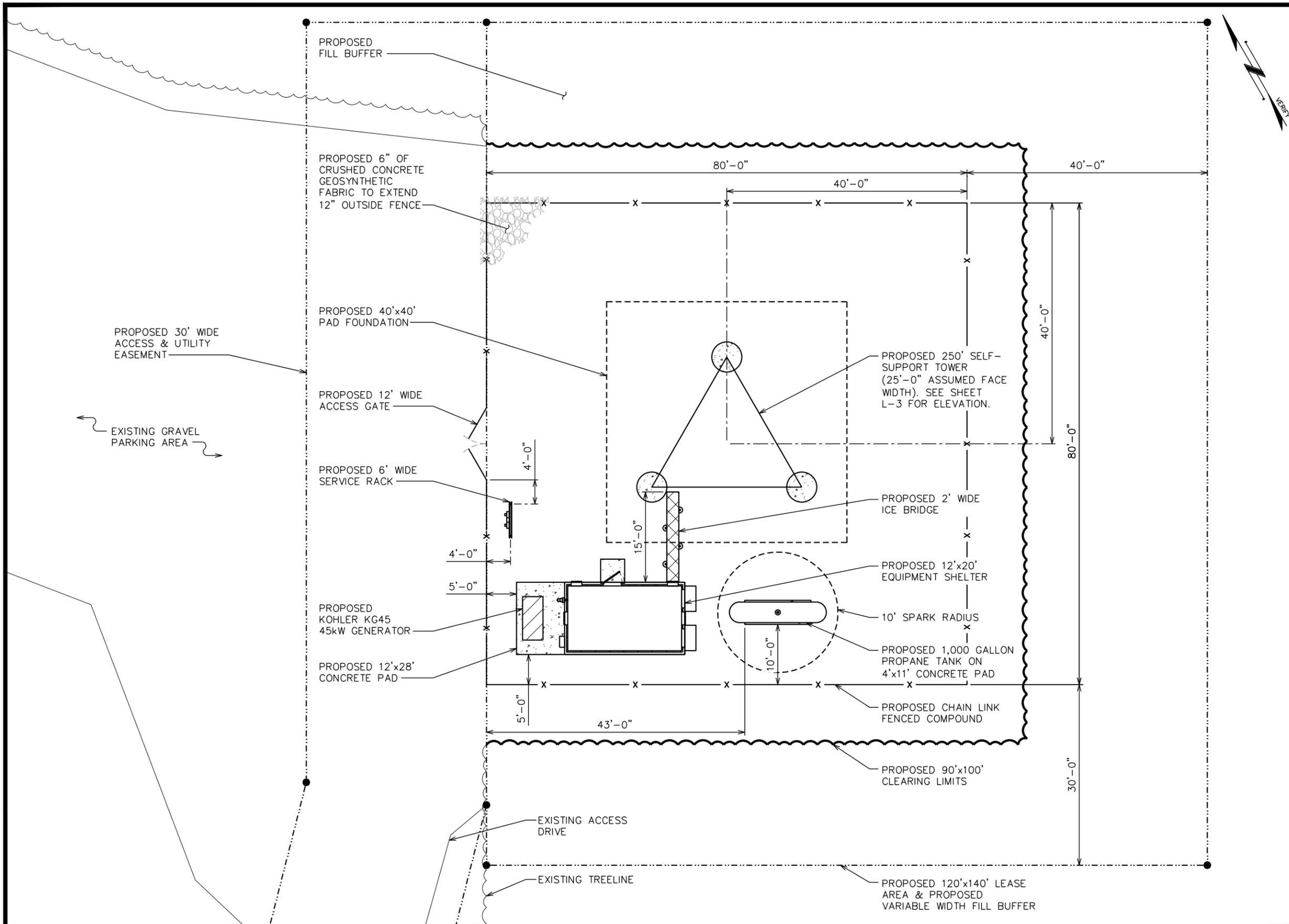
Date

ATTEST:

J.D. Peacock, II Clerk

**Exhibit “A”
Tower Location/Site**

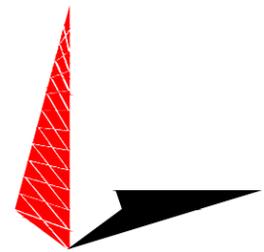
**Exhibit “A”
Tower Location/Site**



PLANS PREPARED FOR:

 5046 TENNESSEE CAPITAL BLVD.
 TALLAHASSEE, FL 32303
 OFFICE: (850) 385-1121

PROJECT INFORMATION:
**P25-RF SITE 1:
 NICEVILLE-NWSC**
 80 EAST COLLEGE BOULEVARD
 NICEVILLE, FL 32578
 (OKALOOSA COUNTY)

PLANS PREPARED BY:

TOWER ENGINEERING PROFESSIONALS
 326 TRYON ROAD
 RALEIGH, NC 27603-3530
 OFFICE: (919) 661-6351
 www.tepgroup.net
 FL COA #31011

SEAL:


5	03-31-22	LEASE EXHIBIT
4	03-28-22	LEASE EXHIBIT
3	10-06-21	LEASE EXHIBIT
2	09-30-21	LEASE EXHIBIT
REV	DATE	ISSUED FOR:

DRAWN BY: GLB CHECKED BY: JKW

SHEET TITLE:
**COMPOUND
 DETAIL**

SHEET NUMBER:
L-2

REVISION:
5
 TEP #: 306501

COMPOUND DETAIL
 SCALE: 1/16" = 1'-0"

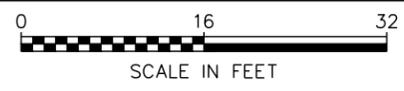
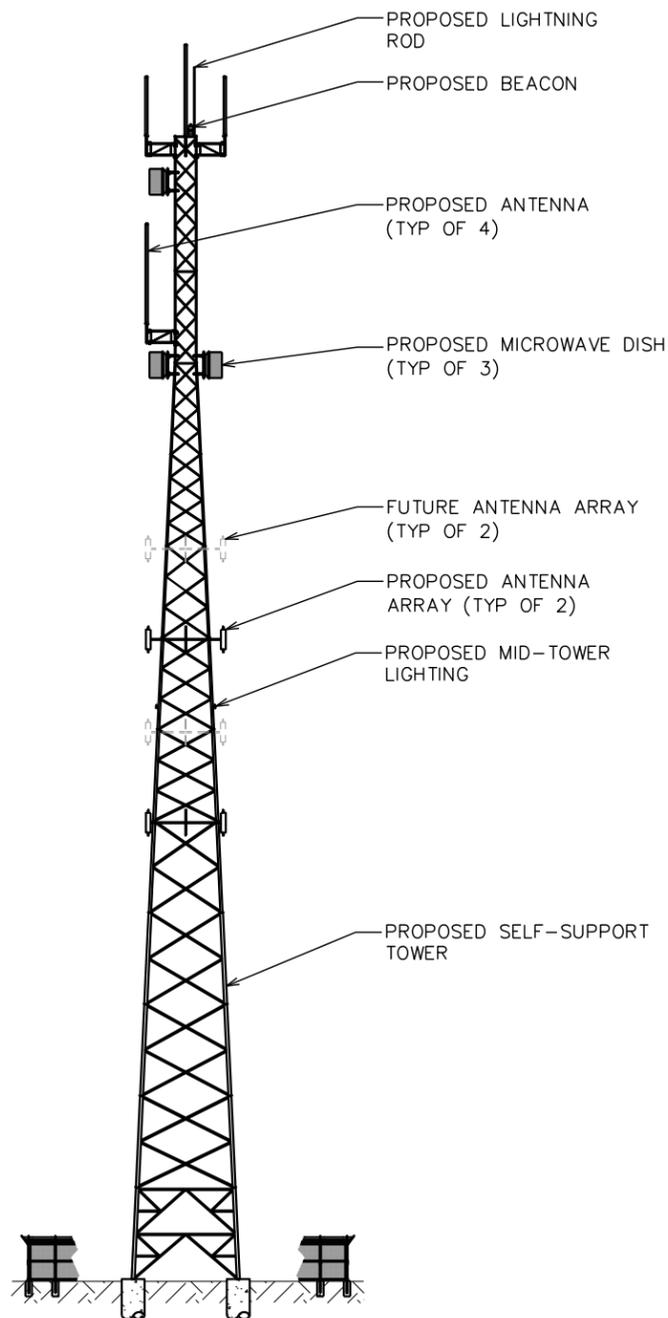
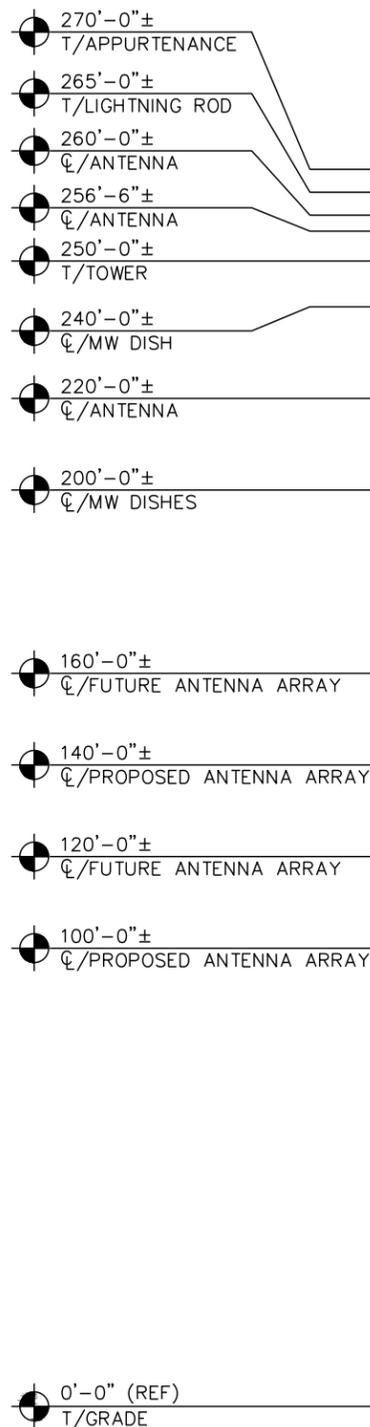


Exhibit “B”
Radio Tower Design and Description

NOTES:

1. PROPOSED CABLES TO BE ROUTED PER SPECIFICATIONS OF STRUCTURAL ANALYSIS.
2. THE TOWER ELEVATION IS FOR SCHEMATIC PURPOSES ONLY.
3. CONTRACTOR TO VERIFY PROPOSED LOADING AND ANY LOADING TO BE REMOVED WITH PASSING STRUCTURAL ANALYSIS PRIOR TO CONSTRUCTION AND CONTACT TOWER OWNER IN THE EVENT OF ANY DISCREPANCIES.
4. TOWER SHALL BE ILLUMINATED AS REQUIRED BY THE FEDERAL COMMUNICATIONS COMMISSION (FCC), THE FEDERAL AVIATION ADMINISTRATION (FAA), OR OTHER STATE OR FEDERAL AGENCY OF COMPETENT JURISDICTION.
5. A SINGLE SIGN, 2 FEET SQUARE, IN A VISIBLE LOCATION SHALL BE REQUIRED WITH NAME AND EMERGENCY TELEPHONE NUMBER OF THE TOWER OWNER AND ALL COMPANIES OPERATING ON THE TOWER. NO ADVERTISING SHALL BE ATTACHED TO THE TOWER.



PLANS PREPARED FOR:



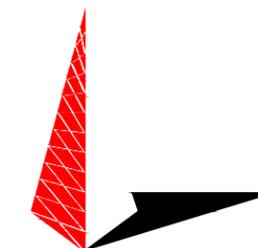
5046 TENNESSEE CAPITAL BLVD.
TALLAHASSEE, FL 32303
OFFICE: (850) 385-1121

PROJECT INFORMATION:

**P25-RF SITE 1:
NICEVILLE-NWSC**

80 EAST COLLEGE BOULEVARD
NICEVILLE, FL 32578
(OKALOOSA COUNTY)

PLANS PREPARED BY:



TOWER ENGINEERING PROFESSIONALS
326 TRYON ROAD
RALEIGH, NC 27603-3530
OFFICE: (919) 661-6351
www.tepgroup.net
FL COA #31011

SEAL:



3	10-06-21	LEASE EXHIBIT
2	09-30-21	LEASE EXHIBIT
1	09-29-21	LEASE EXHIBIT
0	09-28-21	LEASE EXHIBIT
REV	DATE	ISSUED FOR:

DRAWN BY: GLB CHECKED BY: JKW

SHEET TITLE:

**TOWER
ELEVATION**

SHEET NUMBER: L-3	REVISION: 3 TEP #: 306501
-----------------------------	--

TOWER ELEVATION

SCALE: 1" = 40'



Exhibit “C”
Easement for Ingress and Egress and Utilities

Prepared by and return to:

NAME

ADDRESS

TELEPHONE NUMBER

EASEMENT

THIS EASEMENT made this _____ day of _____, 202_, by and between Okaloosa County, whose address is 1250 N. Eglin Parkway, Suite 102, Shalimar, Florida 32579, hereinafter called “**Grantor**,” and Northwest Florida State College, whose address is 100 College Boulevard East, Niceville, Florida 32578, its successors, and assigns, hereinafter called “**Grantee**.”

WITNESSETH:

That Grantor, for and in consideration of the sum of \$10.00 and other valuable considerations, receipt and sufficiency of which is hereby acknowledged, by these presents does hereby give, grant, bargain, and release to the Grantee, a non-exclusive easement for the purpose of utilities, ingress, egress, and maintenance of a radio tower and improvements upon, over and through the following described land in Okaloosa County, Florida, described as follows:

INSERT LEGAL DESCRIPTION AND ATTACH DRAWING

This easement shall terminate no more than 50 years from the date of recording as stated in the Agreement dated _____ between Grantor and Grantee unless mutually terminated by the Parties in writing at an earlier date.

(Signatures on following page)

IN WITNESS WHEREOF, Grantor has caused these presents to be executed in its name by its proper officers who are duly authorized, on the day, month, and year first above written.

Signed, sealed, and delivered
in the presence of:

INSERT NAME

Sign: _____

Print: _____

Sign: _____

Print: _____

STATE OF FLORIDA
COUNTY OF OKALOOSA

SWORN TO and subscribed [] in person or [] online order, this _____ day of _____, 202_, by _____, who is [] personally known to me, or who has [] produced _____ as identification.

Notary Public

[PLACE NOTARIAL SEAL]

Exhibit “D”
Temporary Construction Easement

Prepared by and return to:

NAME

ADDRESS

TELEPHONE NUMBER

TEMPORARY CONSTRUCTION EASEMENT

THIS TEMPORARY EASEMENT made this ____ day of _____, 202_, by and between Okaloosa County, whose address is 1250 N. Eglin Parkway, Suite 102, Shalimar, Florida, 32579, hereinafter called “**Grantor**,” and Northwest Florida State College, whose address is 100 College Boulevard East, Niceville, Florida 32578, its successors and assigns, hereinafter called “**Grantee**.”

WITNESSETH:

That Grantor, for and in consideration of the sum of \$10.00 and other valuable considerations, receipt and sufficiency of which is hereby acknowledged, by these presents does hereby give, grant, bargain, and release to the Grantee, a temporary construction easement for the purpose of constructing a radio tower and improvements according to the construction plans for said improvements in, upon, over and through the following described land in Okaloosa County, Florida, described as follows:

INSERT LEGAL DESCRIPTION AND ATTACH DRAWING

IT IS UNDERSTOOD and agreed by the Grantor and Grantee that the rights granted in this Temporary Construction Easement shall terminate upon completion of the project, but no later than two years from the effective date of this Agreement.

(Signatures on following page)

IN WITNESS WHEREOF, Grantor has caused these presents to be executed in its name by its proper officers who are duly authorized, on the day, month, and year first above written.

Signed, sealed, and delivered
in the presence of:

INSERT NAME

Sign: _____

Print: _____

Sign: _____

Print: _____

STATE OF FLORIDA
COUNTY OF OKALOOSA

SWORN TO and subscribed before me this _____ day of _____, 202____, by _____, who is [] personally known to me, or who has [] produced _____ as identification.

Notary Public

[PLACE NOTARIAL SEAL]



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees
From: Dr. Devin Stephenson, President
Date: April 19, 2022
Re: Board Resolution: NWFSC Raiders Men's Basketball Team 2021-2022

Adoption of Resolution No. One of FY 2022 in honor of the 2021-2022 NWFSC Raiders Men's Basketball National Championship team.

RECOMMENDATION:

The NWFSC Board of Trustees approves the Resolution No. One of FY 2022 honoring the 2021-2022 NWFSC Raider's Men's Basketball National Championship team, as presented.



President

April 19, 2022

Date

RESOLUTION NO. 1 of FY22

Honoring

**NORTHWEST FLORIDA STATE COLLEGE
RAIDER MEN’S BASKETBALL TEAM 2021-2022**

WHEREAS, for the third time in Northwest Florida State College history the Raider Men’s Basketball Team is the National Junior College Athletic Association Division 1 Men’s Basketball National Champion; and,

WHEREAS, the District Board of Trustees of Northwest Florida State College wishes to recognize and commemorate the success of the NWFSC Raider Men’s Basketball Team and the significance of their success to the College, the community, and the state; and,

WHEREAS, the team finished the season with an overall record of 31-5, Panhandle Conference record of 9-3, and won the 2021-2022 Panhandle Conference Championship, which is the 15th conference title in the College’s history; and,

WHEREAS, NWFSC Raider Men’s Basketball Team achieved the largest one-year turnaround in NJCAA history, transforming from winning six games in the prior season to thirty-one games in 2021-2022 along with the conference and national championships; and,

WHEREAS, the 2021-2022 NWFSC Raider Men’s Basketball players are Michael Jefferson, Shammah Scott, Kam Woods, Brennan Rigsby, Jaylon McDaniel, Bretner Mutumbo, Tre Clark, Issa Muhammad, Michael Dudley, Fallou Diagne, Jasper Floyd, Adam Scherbakov, Shalva Ramishvili, Deshawndre Washington, and Mason Nicholson, who collectively represent five countries and three continents; and,

WHEREAS, Deshawndre Washington was named NJCAA 1st-Team All-American, Panhandle Conference Player of the Year, and National Tournament Most Valuable Player; and Kam Woods and Brennan Rigsby were named to the National All-Tournament Team; and six players were named to Panhandle All-Conference teams, Deshawndre Washington, Tre Clark, Brennan Rigsby, Issa Muhammad, Shammah Scott, and Kam Woods; and,

WHEREAS, Head Coach Greg Heiar together with Assistant Coaches Nate Laing, Chad Donley, Carl Hall, Lorenzo Jenkins, and Dylan Brown provided the leadership, hard work, ethical sporting standards, and support for academic achievement to secure national success for the NWFSC Raider Men’s Basketball Team; and Coach Greg Heiar was recognized as both National Coach of the Year and Panhandle Conference Coach of the Year; and,

WHEREAS, the 2021-2022 NWFSC Raider Men’s Basketball Team has brought prestige and esteem to the College, through athletic successes and the way team members, individually and collectively, have presented themselves with character, cooperation, spirit, and the commitment to win;

BE IT THEREFORE RESOLVED by the District Board of Trustees of Northwest Florida State College that the conference and national championships have brought notability to the College and to the community, and thanks be expressed to the coaches and the 2021-2022 NWFSC Raider Men’s Basketball Team for their hard work and tremendous accomplishments.

Attest 6th of April 2022:

Dr. Devin Stephenson
President and Corporate Secretary
Northwest Florida State College

Ms. Lori Kelley
Chair, The District Board of Trustees
Northwest Florida State College



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees

From: Dr. Devin Stephenson, President

Date: April 19, 2022

Re: On-Campus Student Housing Development: Location

In March, the College reported to the Board that Zimmer Development Corporation had bid on the College's on-campus student housing development solicitation, and the Evaluation Committee recommended Zimmer for award. The next step is to set the location for the ground lease to Zimmer ahead of submission of the final contract to the Board. We cannot move the project forward without finalizing the site location so that Zimmer can make informed assessments regarding planning, design, and construction.

The College proposes the unused property to the right of the main entrance to the College off College Boulevard; that site is shown in the attached materials and highlighted or annotated in a red box on each page. The College has considered and discussed before this Board various locations, including a location toward the back of campus and north of the Emerald Coast Autism Center and a location oriented around Building 400. The front of campus location provides more upside potential and benefits for the College and for our on-campus residents, focusing on safety, monitoring, visibility, and learning environment.

First, safety is paramount. Leasing property at the back of campus for student housing presents significant long-term safety challenges and enhanced opportunities for mischievousness that might not otherwise exist if the facilities were located to the front of the campus with direct, unimpeded access for our police department, which is housed in Building 330. Likewise, if an emergency occurs, EMS and fire can more easily reach a development that is immediately off the main road and adjacent to the main entrance. In the event of an evacuation, the students would be conveniently between two exit routes. Placing the site near the campus entrance will also decrease heavy traffic flow all the way through campus, because the development will have immediate access to the parking near the entrance and exit to campus. During the construction period, the College would also prefer to decrease construction traffic through the campus to avoid safety and traffic hazards. None of the other proposed sites offer these safety benefits.

Turning to the learning environment on campus, the front of campus location does not interfere with any other existing or future academic buildings or activities. For comparison, the location of the proposed site north of the ECAC would create significant interruption and distraction from activities taking place on the driving pad and fire tower location. EMS, Fire Science, and Law Enforcement training academies require lights and sirens during day and night training, and this factor alone will create issues for students' sleeping patterns and study schedules. Proximity of more than 150 residents to those safety-sensitive activities opens the door to interruptions to training for students in those academies. Measured by walking distance, a facility at the front of campus is no further walking distance from class buildings than orienting the development around Building 400. The front of campus location would also reserve valuable, level property for future facilities.

Third, a modern, attractive building visible from College Boulevard on the front of campus will signal growth and advancement at Northwest Florida State College. As important is the fact that new construction with a modern appearance will attract attention and present a spirit of college advancement to our community, visitors, and prospective students. It was for this reason that, in the 2020 NWFSC Facilities Master Plan, we articulated three placeholders for new facilities along the front of the campus adjacent to College Boulevard, labeled as "13" in the Master Plan excerpt. The front of campus location is commensurate with Master Plan for facility placement on the Niceville Campus.

It was for the foregoing reasons that the College requested proposers on the public-private partnership solicitation respond to the front of campus location, which Zimmer did. While Zimmer is willing to be flexible, the front of campus location is simpler to plan for because it is flat and offers room for creative development. To move forward with our ground lease and toward construction, selecting a final site is critical.

RECOMMENDATION:

The Board of Trustees approves the site immediately off College Boulevard, as presented, for the development of on-campus student housing. The Board authorizes the President to take all necessary steps to incorporate acreage, legal description, and other necessary details into a lease agreement with Zimmer Development Corporation for presentation to this Board.



President

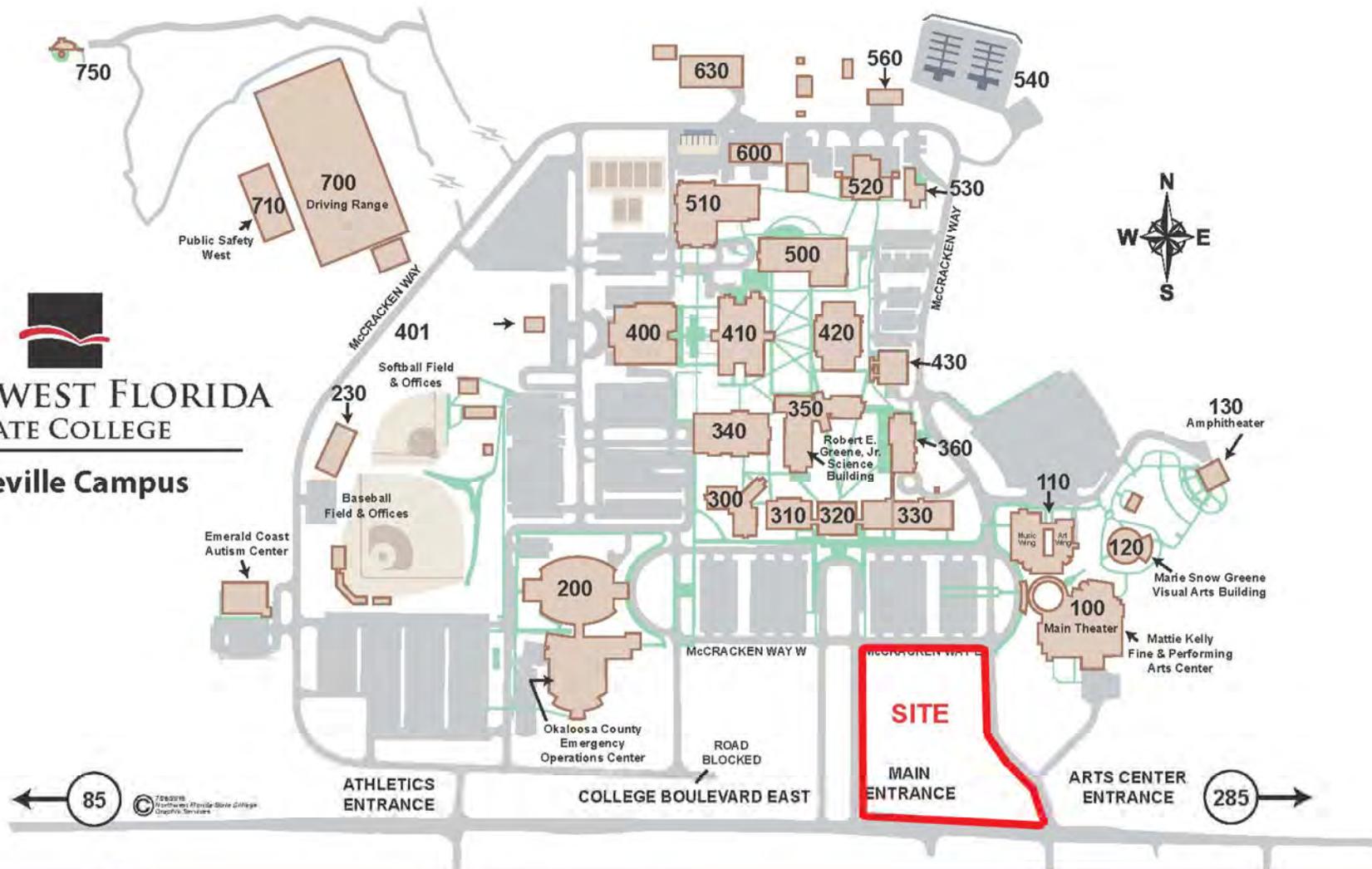
April 19, 2022

Date



**NORTHWEST FLORIDA
STATE COLLEGE**

Niceville Campus



KEY

Classroom Sites

Business and Computer Science	360
Classroom Building	330
Collegiate High School	340
Engineering Technology	310
English/Communications, Social Sciences	420
Gallimore Center for Healthcare Education	420
Kay Litke Culinary Greenhouse	401
Mary Lou O'Connor Child Development & Education Center	530
Mathematics	300
Mattie Kelly Fine & Performing Arts Center	100-130
Public Safety East	510
Public Safety West, Driving Range, Firefighter Training Range	700-710
Public Safety Firing Range	540
Robert E. Greene, Jr. Science Building	350

Classroom Sites (continued)

Teacher Education	300
Welding/Manufacturing	560
Wellness Classrooms	200

Sports Complex

Raider Arena	200
Indoor Practice Facility	230

Student Resources

Bookstore	410
Cafeteria	400
Continuing Education	400
Myers Learning Resources Center (Library)	500
• Accommodation Resource Center	
• Learning Commons (Tutoring)	
• Veterans Success Center	

Student Resources (continued)

Raider Central (Admissions, Financial Aid, Other Student Services)	400
Raider Life	410
Testing Center	410

Administrative Sites

Administration	400
Business Operations	310
Costa Leadership Institute	400
Copy Services	520
Human Resources	310
Florida's Great Northwest	330
Information Technology	430
Maintenance	600
Receiving, Grounds	268 630

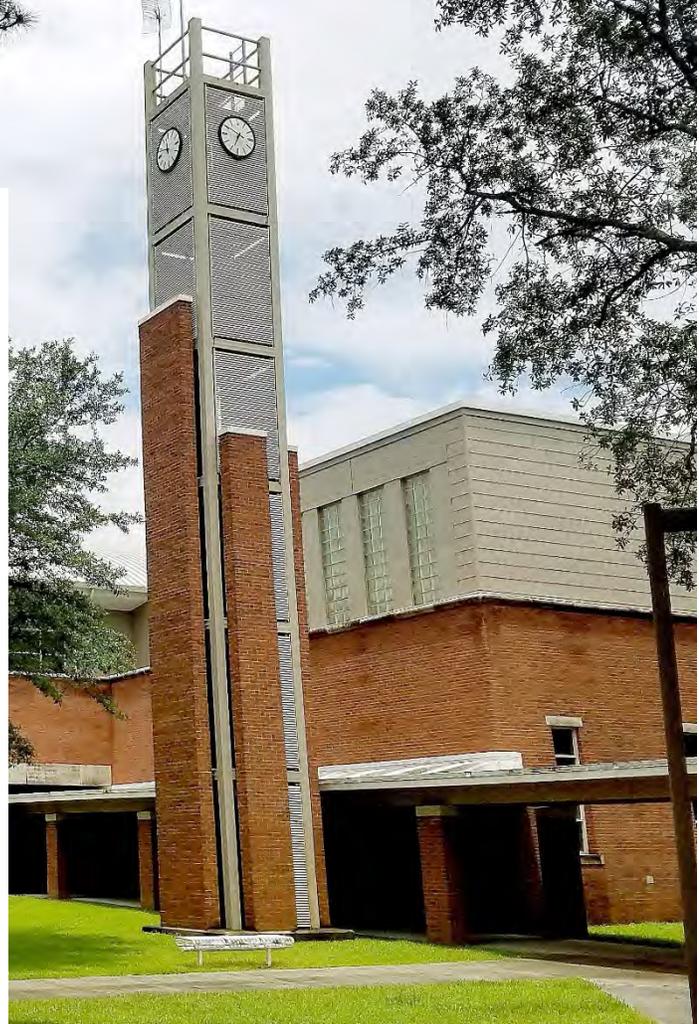
FACILITIES MASTER PLAN

UPDATE 2020

NORTHWEST FLORIDA STATE COLLEGE

**DR. DEVIN STEPHENSON
PRESIDENT**

**Niceville
DeFuniak Springs
Santa Rosa Beach
Fort Walton Beach
Crestview
Hurlburt Field**



**NORTHWEST
FLORIDA
STATE COLLEGE**



incentive programs will provide improved performance and capacity at a reduced cost for years to come.

Unfinished Projects (2007-Present)

iv. **Swimming Pools** **INCOMPLETE**

No evidence has been found that the college has pursued the construction of swimming pools for student programming or community use. This concept appears to have been abandoned.

v. **“Front Door” Buildings** **INCOMPLETE**

This concept appears to remain active however no activity has been pursued to date. Alternative entrance drive locations have been considered and should be decided before final building location sites are chosen.

vi. **Student Housing** **INCOMPLETE**

A student housing complex is currently being considered and is a part of this Master Plan Update. This concept was active during the 2006 FMP Update as well.

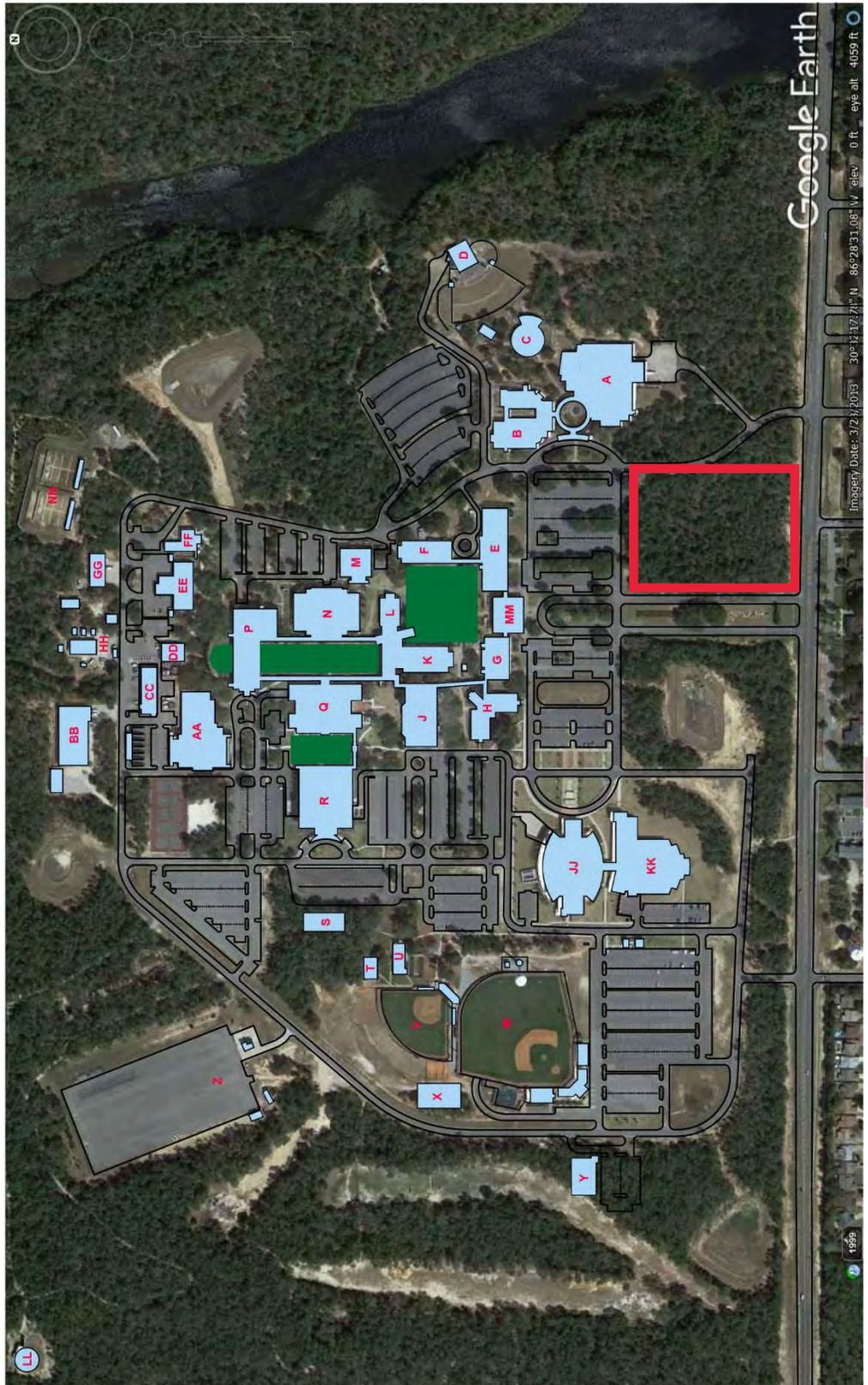
Additional Projects (2007-Present)

Beyond projects reflected on the 2006 Master Plan Update, there were other facility improvement projects completed.

i. **Ballfield Renovations** **COMPLETED – 2018**

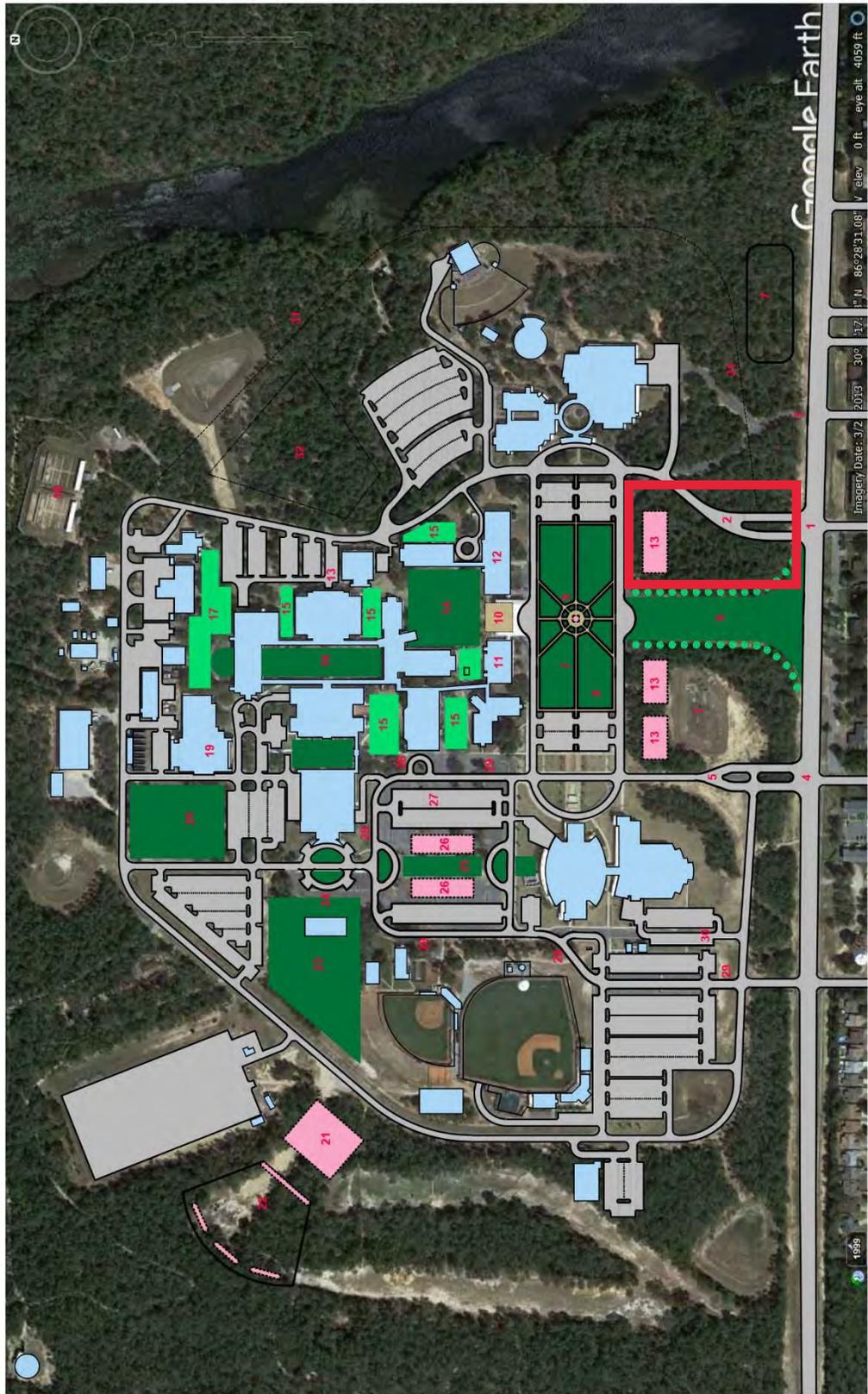
EXISTING SITE PLAN

- A** 100-MATTIE KELLY FINE & PERFORMING ARTS CENTER
- B** 100-THEATER MUSIC & ART WINGS
- C** 120-MARIE SNOW GREENE VISUAL ARTS BUILDING
- D** 130-AMPHITHEATER
- E** 330-CLASSROOM BUILDING
- F** 360-BUSINESS & COMPUTER SCIENCE
- G** 310-ENGINEERING TECHNOLOGY
- H** 300-MATHEMATICS
- I** 340-COLLEGIATE HIGH SCHOOL
- K** 350-ROBERT E. GREENE, JR. SCIENCE BUILDING
- L** 350-ROBERT E. GREENE, JR. SCIENCE BUILDING
- M** 430-INFORMATION TECHNOLOGY
- N** 420-ENG/COM, SOCIAL SCIENCES, GALLIMORE CENTER FOR HEALTHCARE EDUCATION
- P** 500-LEARNING RESOURCES CENTER (LIBRARY)
- Q** 410-ACADEMIC SUCCESS CENTER, ACTIVITIES CENTER, BOOKSTORE
- R** 400-STUDENT SUCCESS CENTER
- S** GREENHOUSE
- T** ATHLETICS ANNEX
- U** ATHLETICS ANNEX
- V** SOFTBALL FIELD
- W** BASEBALL FIELD
- X** ATHLETICS TRAINING CENTER
- Y** EMERALD COAST AUTISM CENTER
- Z** 700-PUBLIC SAFETY WEST, DRIVING RANGE, FIREFIGHTER TRAINING RANGE
- AA** 510-PUBLIC SAFETY EAST
- BB** 630-RECEIVING, GROUNDS
- CC** 600-MAINTENANCE
- DD** MAINTENANCE
- EE** 520-GRAPHIC SERVICES
- FF** 530-MARY LOU O'CONNOR CHILD DEVELOPMENT AND EDUCATION CENTER
- GG** 560-WELDING/MANUFACTURING
- HH** MAINTENANCE
- JJ** 200-WELLNESS CLASSROOMS, BASKETBALL ARENA
- KK** OKALOOSA COUNTY EMERGENCY OPERATIONS CENTER
- LL** 750-OBSERVATORY
- MM** FORMER ADMINISTRATION BUILDING
- NN** FIRING RANGE



MASTER SITE PLAN

- 1 MAIN ENTRANCE ADJUSTED TO LOCATION OF EXISTING STOPLIGHT
- 2 NEW ENTRANCE ROAD LEADING TO THEATER AREA
- 3 ELIMINATE EXISTING BACK ENTRANCE
- 4 NEW ENTRANCE TO HIGHWAY
- 5 NEW SECONDARY MAIN ENTRANCE LEADING TO ARENA AREA
- 6 REMOVE EXISTING ENTRANCE, CREATE VISUAL MALL INTO CAMPUS
- 7 RELOCATE WATER RETENTION BASINS
- 8 REMOVE SOME OF PARKING LOTS, CREATE CAMPUS COMMONS
- 9 NEW LANDMARK OBLISK/TOWER
- 10 REMOVE BUILDING, CREATE SCULPTURE COURT
- 11 CREATE NEW VISIBLE ENTRANCE TO UPPER LEVEL
- 12 CONSTRUCT SECOND LEVEL TO MATCH BUILDING 310 (G)
- 13 FUTURE BUILDING SITES
- 14 REDESIGN COURTYARD FOR BETTER USE
- 15 AREAS OF POTENTIAL IN/OUT CLASSROOM CONNECTIONS, LOW MAINTENANCE
- 16 REDESIGN COURTYARD FOR BETTER USE
- 17 REDESIGN AREA INTO LOW MAINTENANCE NATURAL AREA
- 18 REMOVE EXISTING SHOOTING RANGE
- 19 REMOVE BUILDING INTO RECREATION CENTER PHYSICAL EDUCATION
- 20 RECREATION YARD FOR INTURNURALS AND OTHER ACTIVITIES
- 21 NEW FIRE/LAW ENFORCEMENT EDUCATION CENTER
- 22 RELOCATED SHOOTING RANGE
- 23 VISUALLY STRIKING GARDEN FOR GREENHOUSE AND BOTANICAL USE
- 24 ENTRANCE FOR BOTANICAL GARDEN AREA COMPLEMENTING BUILDING 400 ENTRANCE (R)
- 25 CREATE NORTHSOUTH AXIS MALL TO ARENA
- 26 NEW STUDENT HOUSING COMPLEX
- 27 REMOVE/REWORK EXISTING PARKING LOT
- 28 CIRCLE DRIVE FOR COLLEGIATE HIGH SCHOOL
- 29 ADJUSTED CAMPUS LOOP ROAD
- 30 REWORK PARKING TO MAKE MORE PRIVATE FOR EMERGENCY OPERATIONS CENTER
- 31 FUTURE LOOP ROAD CONNECTION
- 32 FUTURE DEVELOPMENT AREA



4d: Future: 11 years and beyond

1. **Future Building Locations:** The proposed Campus Center would have existing buildings on three sides. The south side of this quadrangle, closest to the entrances to the college are potential locations for future building construction as the college grows. Use for these buildings will be determined as the evolution of programs deems appropriate. Being at the front door of the college these will be quite visible and should be designed to be inviting and modern, while maintaining the theme of the established campus building aesthetic.



2. **East Loop Road:** Connecting the loop road around the eastern part of the campus would allow for traffic to flow completely around the perimeter of the campus. While it may not be needed today, it would be best to plan for additional growth and associated traffic in the future.





Memo

To: Board of Trustees
From: Dr. Devin Stephenson, President
Date: April 19, 2022
Re: Claim Resolution

The College recommends the attached claim resolution to the Board for approval. Four years ago, the College did not assign a long-term adjunct instructor, Ms. Patti Thornhill, to courses after scheduling disagreements with Ms. Thornhill. An adjunct not being assigned to classes is not reported on the Board's personnel agenda because the College is taking no action: We are neither hiring nor releasing the adjunct but rather not assigning to classes for that semester. Adjunct assignments change often and rapidly to meet College coverage needs. Ms. Thornhill filed a claim against the College, alleging that the College chose not to assign her to classes due to her age.

The College referred the claim to the Florida College System Risk Management Consortium, which manages the risk pool and insurance coverage for all colleges in the Florida College System. Our coverage, obtained through the Consortium at competitive rates made available to the pool of Florida colleges, has a \$0 deductible for these claims. The carrier, United Educators, accepted the claim, appointed Jason Vail of Allen Norton & Blue as outside counsel and has since managed defense costs, assessed cost and risk, and recommended resolutions.

After several years of discovery, the parties participated in a mediation prior to summary judgment in April and trial in May. United Educators determined that this claim, while defensible, was worth settling for nuisance value: \$25,000 plus mediation fee. The claimant's counsel will retain a portion of that amount to pay for their fees. The College has not paid any deductible, will not pay any part of the settlement, will not admit any wrongdoing, and will not modify any acts of the Board or College administration through this settlement. The College will retain all personnel records without alteration. The claimant will release all claims against the College and is ineligible for future employment at the College. The insurance settlement will also allow the College to avoid the potential cost of senior staff committing days of time to a trial in May, which would have included a professor missing class.

Under current College policy, the Board of Trustees must approve this settlement agreement prior to execution. Should the Board decline to approve the settlement, the College must pay the expenses of the claim moving forward, which will be at least \$30,000 in defense counsel fees. The College and our Consortium support United Educators resolving this matter. The College greatly benefits from the negotiating power and staff expertise that the Consortium offers to Florida colleges in securing our policies at competitive rates, limiting exposure for each College, and giving personalized attention and tracking to each claim that would not be possible with in-house staff alone. The College supports not spending College funds on this matter and avoiding dedicating further personnel time to it.

RECOMMENDATION:

The Board of Trustees approves the Settlement Agreement and General Release, as presented, and authorizes the President to sign and take any necessary steps to effectuate the agreement.

President

Date

SETTLEMENT AGREEMENT AND GENERAL RELEASE

THIS SETTLEMENT AGREEMENT AND GENERAL RELEASE (hereinafter referred to as the “Agreement”) is made and entered into by and between **Patti R. Thornhill** (hereinafter “Plaintiff”), and the **District Board of Trustees of Northwest Florida State College** (which term shall be defined to include collectively the body corporate as defined by law, all past and present Board of Trustees’ members, Defendant’s officials and administrators, officers, managers employees, agents, insurers and assigns, representatives, attorneys, and fiduciaries in both their individual and official capacities) (hereinafter referred to as the “Defendant,” “Board” or the “College”) (hereinafter collectively referred to as the “Parties”).

WITNESSETH :

WHEREAS, there currently exists a dispute between Plaintiff and Defendant, which dispute includes, but is not limited to, the facts and circumstances related to or arising out of the lawsuit currently pending in the Circuit Court, First Judicial Circuit, Okaloosa County, Florida (Case No. 2019-CA-002178-F) and in which Plaintiff alleged claims related to her employment with Defendant, including violations of Chapter 760, Florida Statutes (the “Florida Civil Rights Act”) (hereinafter referred to as the “Litigation”);

WHEREAS, Defendant denies Plaintiff’s claims in their entirety;

WHEREAS, the Parties desire to avoid incurring further costs of litigation and seek to resolve all matters in controversy, disputes, and causes of action between them in an amicable fashion and have reached a full and final compromise and settlement of all matters, causes of action, claims and contentions between them;

WHEREAS, Plaintiff acknowledges that any payment received pursuant to this Agreement constitutes consideration which she would not otherwise be entitled to receive from Defendant, and,

NOW THEREFORE, in consideration of the mutual covenants and promises herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, and to avoid further unnecessary litigation, it is hereby agreed by and between the Parties as follows:

1. **NON-ADMISSION:** This Agreement, and compliance with this Agreement, shall not be construed as an admission by Defendant of any liability whatsoever, and Defendant specifically disclaims any liability to, or discrimination and/or retaliation against, Plaintiff or any other person.

2. **SETTLEMENT AND CONSIDERATION:** Plaintiff agrees that she shall take all necessary actions to execute, serve and file all documents and pleadings necessary to withdraw her Litigation with prejudice within seven (7) calendar days from receipt of the settlement proceeds set forth in this Paragraph 2. Plaintiff understands and agrees that, except as provided herein, she waives and releases any right to receive any individual remedies, monetary or otherwise, or to

recover any individual damages, fees, costs or disbursements as the result of the Litigation or any subsequent related judicial proceedings, including but not limited to, any administrative or judicial proceeding related to the Litigation.

The Parties agree that the Court has been notified of resolution of the pending matters so as to release the jury and remove the case from the Court's docket, where applicable.

In exchange for Plaintiff's withdrawal of her litigation with prejudice and execution of this Agreement including full settlement of all claims including attorneys' fees and costs, Defendant through its insurer United Educators (hereinafter referred to as "UE"), agrees to pay Plaintiff the total sum of TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) for which IRS Form(s) 1099 shall be issued, and which shall be made payable in one check payable to the Plaintiff's Counsel as follows: Marie Mattox P.A. Trust Account, Tax ID No. 59-3145107. A Tax Form W-9 shall issue from Plaintiff's Counsel in conjunction with the execution of this Agreement. Defendant through its insurer UE shall bear the costs of mediation.

Defendant will transmit the settlement check (through its insurer UE), IRS form(s) 1099, and a fully executed Agreement to Plaintiff's counsel no later than thirty (30) days after the Defendant receives an executed Agreement from Plaintiff and Tax Form W-9 from Plaintiff's Counsel subject to the Board of Trustees approval of this Agreement as set forth herein.

The monies paid hereunder include full and final payment for, among other things, any and all attorneys' fees and costs incurred by or on behalf of Plaintiff in resolving her alleged claims by any lawyer, law firm, consultant, witness, expert witness or agent who provided services in connection herewith, including but not limited to those incurred by or owing to Erika Goodman, Esquire and/or the law firm of Marie A. Mattox P.A. The Parties agree that it is the responsibility of Plaintiff's counsel to remit and disburse all sums owed to Plaintiff under the terms of this Agreement.

Plaintiff agrees to be liable for any and all taxes whether federal, state or local for her portion of the proceeds paid in this Paragraph 2. Plaintiff further agrees that should the Defendant be found liable for any taxes for the proceeds paid in Paragraph 2 of this Agreement, Plaintiff will indemnify the Defendant for any and all taxes and costs incurring thereof. Except as to mediation costs as noted above, Plaintiff and the Defendant each agree to bear their own respective costs, attorneys' fees and expenses with respect to Plaintiff's claims released herein and waive any statute, rule of court, provision or legal proposition which might otherwise be relied upon to obtain costs, fees, and/or expenses in connection with Plaintiff's allegations and claims released herein. It is understood that neither party is or shall be construed to be the prevailing party with respect to the Litigation or resolution thereof.

It is expressly understood by Plaintiff and her attorneys that the obligations of the Defendant contained in Paragraph 2 of this Agreement shall be in lieu of any and all amounts to which Plaintiff or her attorney are now, or may become, entitled to, based upon any claim whatsoever arising out of her employment with the Defendant or otherwise (including special, general or exemplary damages, attorneys' fees, interest, expenses, and costs actually incurred), as

well as any claim she might have arising against the Defendant since the separation of her employment to the date of her execution of this Agreement.

3. **RE-EMPLOYMENT:** Plaintiff agrees that she is waiving all rights to employment or re-employment as an employee, temporary employee, independent contractor, consultant, or in any other capacity with the Defendant (as broadly defined in this Agreement). Plaintiff agrees that in the event she seeks such future employment, her application will not be considered by operation of this provision of the Agreement. If, notwithstanding the foregoing, Plaintiff somehow becomes employed by one of these entities, Plaintiff understands that her employment shall be subject to immediate termination, without recourse by Plaintiff, in addition to any other remedies the employing entity may have. Plaintiff acknowledges that her agreement not to seek reemployment constitutes consideration without which the Defendant would not have entered into this Agreement.

4. **RELEASE:** The Parties intend to effectuate with this Agreement the complete extinguishment of any and all claims, known or unknown, that the Parties may have against each other up to and including the date this Agreement is fully executed by both Parties. Plaintiff hereby unconditionally and irrevocably releases and forever discharges the Defendant (as defined in this Agreement), of and from, and agrees not to sue and not to assert against it any causes of action, claims and demands whatsoever, at law, in equity, or before any agency or commission of local, state and federal governments, arising, or alleged to have arisen or which might have been alleged to have arisen, or which may arise under any law including, but not limited to, the Americans with Disabilities Act, the Florida Civil Rights Act of 1992, and other federal, state, local or municipal anti-discrimination laws such as Title VII of the Civil Rights Act, Age Discrimination in Employment Act, Chapter 448, Florida Statutes, Section 440.205, Florida Statutes, the Workers Compensation Act, Chapter 440, Florida Statutes, the Equal Pay Act, the Public Records Act, Chapter 119, Florida Statutes, the Sunshine Law, Section 286.011, Florida Statutes, the Whistle-blower's Act, Section 112.3187, Florida Statutes, 42 U.S.C. §1983, 42 U.S.C. §1988, and the United States and Florida Constitutions, including denial of due process, liberty interest rights, or free speech or association, and any statutes and laws of contract and tort or any claim for any adverse employment actions, negligence, breach of contract, wrongful or constructive discharge violation of any policy, practice or procedure of Defendant/Releasees, denial of any employment benefit, intentional or negligent infliction of emotional distress, defamation any claim for fringe benefits, vacation pay, bonuses, retirement and pension benefits, compensatory damages, exemplary damages, punitive damages, damages for pain and suffering or mental anguish, damage to personal reputation, damages related to intentional or negligent infliction of emotional distress, personal injury damages, medical expenses, or damages of any other kind, and attorney's fees and costs that the Plaintiff ever had, now has, or which her heirs, executors, administrators, or assigns, or any of them, hereafter can, shall or may have, based on any set of facts known or unknown, occurring prior to, and including, the date of the execution of this Agreement. This release is intended to be mutual and thus the Defendant also agrees to unconditionally and irrevocably release and forever discharge Plaintiff, her heirs, agents, and/or representatives under the same conditions and in the same manner as articulated in Paragraph 4 of this Agreement.

5. Plaintiff specifically acknowledges the following regarding potential ADEA claims:

a. Plaintiff has been given at least twenty-one (21) full days within which to consider the Agreement;

b. Plaintiff is advised that Plaintiff has the right and may consult with an attorney prior to executing the Agreement and acknowledge the opportunity to consult an attorney;

c. Plaintiff has seven (7) days following the execution of this Agreement to revoke the Agreement and the Agreement will not become effective or enforceable until after this seven (7) day period has expired. To revoke the Agreement the Plaintiff must advise the Defendant in writing of the election to revoke it within the seven (7) day period; such written notice must be addressed and delivered to: Jason E. Vail, Esq., Allen, Norton & Blue, P.A., 906 North Monroe Street, Tallahassee, Florida 32303.

d. Plaintiff recognizes that she is specifically releasing, among other claims, any claims under the Age Discrimination in Employment Act of 1967 and all amendments thereto;

e. Plaintiff is not waiving rights or claims that may arise after the date of the Agreement is executed.

6. MEDICARE INTEREST AFFIDAVIT: The Parties acknowledge and agree that this Agreement and the payment of the sums provided in Paragraph 2 is contingent upon Plaintiff's completion and execution of a Centers for Medicare & Medicaid Services (CMS) form, which is attached to this Agreement as Exhibit A and incorporated by reference.

7. NON-DISPARAGEMENT AND NEUTRAL REFERENCE: Plaintiff warrants that she, either directly or indirectly, will not make any disparaging remarks about Defendant. Defendant agrees to provide a neutral reference only for the Plaintiff and agrees if contacted by any person regarding Plaintiff's employment with Defendant, Defendant will provide only the date of hire, separation of employment, and rate of pay subject to public records law. Reference requests should be directed to the Human Resources Executive Director, Roberta Mackey, or her designee or successor as applicable. Should either be unavailable reference requests should be directed to the General Counsel's office.

The Parties acknowledge that, should a third-party demand disclosure pursuant to Chapter 119, Florida Statutes, or otherwise pursuant to law, the Defendant is obligated to comply with the request to disclose this Agreement. Plaintiff agrees that no records regarding her employment will be modified or destroyed as a result of this Agreement.

8. MISCELLANEOUS:

a. Acknowledgement of Compensation. Plaintiff represents and agrees that she has been correctly paid for all hours worked and/or has received all leave (paid or unpaid), compensation, wages, bonuses, commissions, and/or benefits to which she may have been entitled to and no other leave (paid or unpaid), compensation, wages, bonuses, commissions, and/or benefits are

due except as provided in this Agreement.

- b. Scope of Agreement. This Agreement shall accrue to the benefit of and be binding upon the Parties hereto, their respective employee(s), successor(s), agent(s), attorney(s), accountant(s), and all other permitted assign(s).
- c. Acknowledgement of Knowing and Voluntary Waiver:
 - i. Through the signature of her/its representative below, each of the Parties to this Agreement represents and agrees that:
 - 1. she/it has thoroughly discussed all aspects of this Agreement with her/its respective attorneys and has carefully read and fully understand all of the provisions of this Agreement, and that she/it is voluntarily entering into this Agreement; AND
 - 2. she/it does not rely and has not relied on any representation or statement made by any of the Parties or by any of the Parties' agents, representatives, or attorneys with regard to the subject matter, basis, or effect of this Agreement or otherwise other than those specifically stated in this written Agreement.
- d. Entire Agreement. This Agreement contains the entire agreement and understanding concerning the subject matter hereof between the Parties hereto, superseding and replacing all prior negotiations, understandings, representations and agreements, written or oral. No modification, amendment, waiver, termination or discharge of this Agreement, or any of the terms or provisions hereof, shall be binding upon either of the Parties unless confirmed by a written instrument signed by both Parties. No waiver by any party of any term or provision of this Agreement or of any default hereunder shall affect such party's rights thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.
- e. Enforcement and Venue: Any breach of any term, provision, or obligation of this Agreement by any party, shall entitle the other to seek enforcement of such term, provision or obligation in a court of law of competent jurisdiction, and shall entitle the prevailing party to an award of the reasonable attorney's fees and costs incurred in such proceeding. The proper and only venue for any action, based upon any alleged breach of any term, provision or obligation of this Agreement, shall be in the Walton or Okaloosa County Circuit Court for the State of Florida.
- f. Severability. If any provision of this Agreement shall be held void, voidable, invalid or inoperative, with the exception of the consideration set forth herein, no other provision of this Agreement shall be affected as a

result thereof, and accordingly, the remaining provisions of this Agreement shall remain in full force and effect as though such void, voidable, invalid or inoperative provision had not been contained herein.

g. Multiple Originals. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same Agreement and may be consummated by facsimile signatures.

9. Plaintiff acknowledges and agrees that the Agreement is subject to approval by Board of Trustees prior to the Agreement becoming effective or enforceable.

PLAINTIFF ACKNOWLEDGES THAT SHE HAS READ THIS RELEASE, THAT SHE FULLY KNOWS, UNDERSTANDS AND APPRECIATES ITS CONTENTS, THAT SHE HAS BEEN ADVISED BY HER COUNSEL CONSIDERING ITS CONTENTS, AND THAT SHE EXECUTES THE SAME AND MAKES THE SETTLEMENT AND RELEASES PROVIDED FOR HEREIN VOLUNTARILY AND OF HER OWN FREE WILL.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates hereinafter appearing.

Patti R. Thornhill

Date

**On behalf of the Defendant,
The District Board of Trustees of
Northwest Florida State College**

Date



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees

From: Dr. Devin Stephenson, President

Date: April 19, 2022

Re: Program Closure - Dental Assisting

In accordance with Board Policy GP 3.00 Service Area and Interagency Relationships, the Northwest Florida State College Board of Trustees has primary responsibility for determining which programs and services are needed to serve the educational needs of the District and for determining the effectiveness and efficiency of the programs and services in meeting those needs. In support of this responsibility, College leadership regularly reviews program offerings and services to determine effectiveness, efficiency, relevance, and financial sustainability. These reviews comprise extensive internal program analysis, continuous improvement, and strategic planning processes and are conducted by College faculty, staff, and administration in consultation with NWF students, program advisory boards, and partners with local business and industry. These reviews result in recommendations for the establishment and closure of programs as appropriate based on a variety of data points and are a means by which the College remains steadfast in its mission “to improve lives by providing a high-quality, globally competitive education that is a catalyst for cultural, civic, and economic development throughout the region.”

College leadership recommends closure of the Dental Assisting program at the end of Summer 2022. This determination is a result of a review to determine the continued viability of this program based on several program-specific data points, including enrollment and attrition, program leadership continuity, profit-loss analysis, workforce demand, and graduate wages. The current cohort of students will complete the program at the end of Summer 2022 and will not be impacted by this recommendation. Student admittance for a 2022-2023 cohort has not yet occurred.

Enrollment trends and departmental costs in the Dental Assisting Program have led to increased scrutiny of the program’s viability and value to students over time. The timing of this recommendation aligns with the recent resignation of the program director and funding opportunities on the horizon to respond boldly to critical nursing shortages in our service territory with program expansions in the Associate of Science in Nursing (ASN) and Bachelor of Science in Nursing (BSN) programs. A closure of the Dental Assisting Program provides the College with necessary space for the nursing program classrooms and simulation labs to expand. The proposed closure of the Dental Assisting Program allows the College to physically expand instructional spaces needed to respond to the ongoing nursing shortage with an infusion of RN-prepared nurses and baccalaureate graduates across Okaloosa and Walton counties.

RECOMMENDATION:

The Board of Trustees approves the closure of the Dental Assisting Program, effective August 2022, as presented.



President

April 19, 2022

Date



NORTHWEST FLORIDA STATE COLLEGE

Review of Dental Assisting Program and Justification for Closure Recommendation

Institution-wide, the College seeks to establish, expand, and promote educational programs that lead to in-demand, high-wage jobs. The Dental Assisting Program prepares students to enter a dental assisting career after one-year of instruction. The Florida Panhandle has need for dental assistants; however, employment in this field does not require the completion of a Dental Assisting certificate. Further, the average hourly wage is no longer competitive with graduates from the program earning approximately \$15 per hour in field.

Dental Assisting Program enrollment has been significantly below capacity for the past six years, with an average of 13 students (program capacity is 24 students). Student attrition is also an ongoing concern for the program, with only 78.5% of the current cohort persisting since August 2021.

The following table illustrates the disparity in program revenue versus expenses. If the program were operating at capacity with 100% retention and 100% pass rate on the certification exam, the program operates at a loss of over \$120,000 annually, before fringe benefits are considered. The actual average annual loss based on average enrollment exceeds \$125,000.

In response to enrollment challenges and budgetary considerations, it imperative that fiscal responsibility is exercised across academic programs and that decisions are made to target investments in programs that will either (1) break even or generate revenue sufficient to offset expenses or (2) deliver in-demand credentials that meet industry need and result in family-sustainable wages. The Dental Assisting Program does not currently meet these criteria for continued operations.

Revenue vs. Expenses							
Academic Year	Enrollment	Tuition Revenue	Industry Certifications Reported	Industry Certification Revenue	Salaries (not including shared staff assistant or fringe)	Operating Budget	Difference (Expenses – Revenue)
Capacity*	24	\$84,720	24	\$19,200	\$160,000	\$65,000	(\$121,080)
2016-17	14	\$49,420	11	\$8,800	\$127,125	\$38,780	(\$107,685)
2017-18	10	\$35,300	0	0	\$130,851	\$41,655	(\$137,206)
2018-19	13	\$45,890	11	\$8,800	\$119,290	\$39,746	(\$104,346)
2019-20	11	\$38,830	9	\$7,200	\$110,875	\$75,523	(\$140,368)
2020-21	17	\$60,010	6	\$4,800	\$144,656	\$57,175	(\$137,021)
2021-22**	13	\$45,890	TBD	TBD***	\$155,541	\$65,114	
Total	78	\$229,450	37	\$29,600	\$632,797	\$252,879	(\$626,626)
Average	13	\$45,890	7.4	\$5,920	\$126,559	\$50,576	
		Total Average Revenue (FY2017-2021)		\$51,810	Total Average Expenses (FY2017-2021)	\$177,135	(\$125,325)

*This row reflects revenue vs expenses if program capacity is met and maintained through graduation and certification.

**This row reflects the current year’s revenue and expenses. These figures are NOT included in Total Averages.

***Industry certifications for the Summer 2022 graduates will be reported in May 2023.

The context and timing of this recommended closure aligns with the upcoming resignation of the current program director and institutional needs to expand facilities to support growth in the Associate of Science in Nursing (ASN) and Bachelor of Science in Nursing (BSN) programs to address critical nursing shortages in our service territory. A closure of the Dental Assisting Program would provide the College with necessary space for the nursing program classrooms and simulation labs to expand.



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees
From: Dr. Devin Stephenson, President
Date: April 19, 2022
Re: 2022-2023 Academic Catalog

Each academic year, Northwest Florida State Colleges publishes an official Academic Catalog. Presented for your review is a summary of the substantive changes for the 2022-2023 Academic Catalog. The Catalog can be viewed in full at <https://catalog.nwfsc.edu/index.php?catoid=28>.

(Note that the Catalog does not reflect any fee adjustments. Any proposed fee changes will be taken under separate action as a part of the budgetary actions for Fiscal Year 2022-2023 and will then be reflected in the Academic Catalog.)

RECOMMENDATION:

The Board of Trustees approves the 2022-2023 Academic Catalog as presented.



President

April 19, 2022

Date

NORTHWEST FLORIDA STATE COLLEGE
Summary of 2022-2023 Catalog Changes
Departments: Academic Records & Enrollment, Academic Affairs

Item	Comments
Admissions	<ul style="list-style-type: none"> • Removed post-secondary transcript requirement for General Admissions • Removed first semester advising requirement for freshmen • Included Re-Admission Policy for Military Service Members pursuant to DOD MOU 1322.25 and BOT Policy SS 7.00 • Clarified Nursing BS requirements of a Nursing AS degree or nursing diploma and clear and active RN License; contact the Nursing Department rather than a Navigator for assistance • Revised admission deadlines for international applicants • Revised Dual Enrollment section for clarity
Registration	<ul style="list-style-type: none"> • Under the “Withdrawing from Courses” section, updated instructions on how to request a withdrawal; clarified extenuating circumstances definition • Under “Complete Withdrawal from the Semester” section, updated instructions on how to request a complete withdrawal; clarified extenuating circumstances definition
Graduation	<ul style="list-style-type: none"> • Updated the “Graduation Process” section to include new auto graduation process and student responsibilities • Added “Posthumous Degree” section • Revised “Graduation Honors” section for clarity • Updated “Diplomas” section regarding communication • Revised all minimum GPA requirements to use the <i>Institutional</i> Cumulative GPA to align with degree audit functionality • Revised all residency requirements to 25% of the overall number of credits required for the degree (credits do not have to be program-specific; however, courses must be at the same level as the degree) to align with degree audit functionality
Student Records	<ul style="list-style-type: none"> • Under “Student Contact Information,” updated instructions on how to request a name change • Under the “Credit by Alternative Means of Study” section, added Cambridge A-Level and AS-Level Examinations (AICE) • Revised the “Grade Changes/Errors” section for clarity • Revised the “Grade Grievances” section for clarity • Re-Named the <i>Academic History Grade Relief Option</i> to Academic Forgiveness (Grade Relief Option); revised the guidelines for clarity
Articulation Agreements	<ul style="list-style-type: none"> • Updated the “Local NWFSC Internal Articulation Agreements” section add Professional Pilot Technology AS, moved Nursing BS into this document, and updated Nursing AS and Nursing BS • Revised “Florida Statewide Articulation Agreement for AA Degree” for clarity

Student Handbook	<ul style="list-style-type: none"> Revised Student Handbook
Paying for College	<ul style="list-style-type: none"> Revised the Refund Policy for clarity; defined extenuating circumstances
AA Degree	<ul style="list-style-type: none"> Revised “Transferring to another Four-Year Institution within the State of Florida” for clarity Revised “Special Foreign Language Requirements for Entry into Upper-Level Florida Universities” for clarity Removed <i>AA Major Fields of Interest</i> as Transfer Majors were removed from the Catalog in 2021-2022 Removed “Student Bill of Rights” as it was incorporated into the Student Handbook
AAS and AS Degrees General Education	<ul style="list-style-type: none"> Revised the General Education section for clarity and addition of the General Education Core Digital Badging in effect for the 2022-20223 year; each AS and AAS program reflects the Civic Literacy requirement that goes into effect for the 2022-2023 academic year.
Bachelor Degrees	<p>Created the following emphasis in a BAS degree program:</p> <ul style="list-style-type: none"> Management and Supervision – Public Safety (BAS) <p>Revised programs including the Civic Literacy requirement in General Education and other miscellaneous revisions to programs and suggested academic plans:</p> <ul style="list-style-type: none"> Early Childhood Education, Birth through Four (BS) Management and Supervision (BAS) Management and Supervision - Health Care Management (BAS) Management and Supervision - Human Resources Management (BAS) Nursing (BS) Project Management (BAS) <p>Closed the following program(s):</p> <ul style="list-style-type: none"> Project Management - Acquisitions (BAS) Project Management - Quality Improvement (BAS) Project Management - Technology Management (BAS)

<p>AAS/AS/ ATD/CCC Degrees, Certificates, and Diploma</p>	<p>Revised programs including the Civic Literacy requirement in General Education and made other miscellaneous revisions to programs and suggested academic plans:</p> <ul style="list-style-type: none"> • Accounting Technology (AS) • Accounting Technology Management (CCC) • Applied Management (AAS) • Building Construction Specialist (CCC) • Business Administration (AS) • Business Management (CCC) • Computer Information Technology (AS) • Computer Programmer (CCC) • Computer Programming and Analysis (AS) • Computer Programming Specialist (CCC) • Culinary Management (AS) • Cybersecurity (AS) • Design and Digital Marketing (AS) • Early Childhood Education (AS) • Emergency Medical Services (AS) • Event Planning Management (CCC) • Food and Beverage Management (CCC) • Graphic Design Production (CCC) • Health Services Management (AS) • Help Desk Support Technician (CCC) • Hospitality and Tourism (AS) • Hospitality Guest Services Specialist (CCC) • Industrial Management Technology (AS) • Information Technology Analysis (CCC) • Medical Laboratory Technology (AS) • Nursing (AS) • Paralegal Studies (AS) • Physical Therapist Assistant (AS) • Radiography (AS) • Rooms Division Management (CCC) • Sports, Fitness and Recreation Management (AS) • Unmanned Vehicle Systems Operations (AS) <p>Closed the following program(s):</p> <ul style="list-style-type: none"> • Emergency Medical Technician (CCC) • Mobile Device Technology (CCC) • Dental Assisting (CCP) (<i>Pending program closure approval</i>)
<p>CCP Programs</p>	<p>Created the following new CCP Programs:</p> <ul style="list-style-type: none"> • Aviation Powerplant Mechanics (CCP) • Commercial Vehicle Driving (CCP) • Transit Technician Level I (CCP)

(previously PSAV)	<ul style="list-style-type: none"> • Transit Technician Level II (CCP) • Transit Technician Level III (CCP)
Courses	<p>Revised course titles, descriptions, hours, offered terms, prerequisites/co-requisites, and other miscellaneous revisions approved in Curriculum Work Group meetings:</p> <ul style="list-style-type: none"> • Inactivated courses not taught in five years or marked inactive in the Statewide Course Numbering System (FLDOE) • Added new courses for new and revised programs



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees
From: Dr. Devin Stephenson, President
Date: April 19, 2022
Re: Purchase over \$325,000 requiring Board approval

The Advanced Technology & Applied Science Department needs to purchase tools and equipment for the Transit Technician Program in the amount of \$577,046.38 from Snap-on Industrial.

Florida Job Growth Grant funds will be used for this purchase.

Purchase exception to the requirement to solicit competitive offers per State Board of Education 6A-14.0723 (2)(a) Instructional materials and equipment; (2)(c) Contract prices through buying cooperative (Sourcewell Contract 013020-SNP); (2)(h) Single source procurement for purpose of standardization of material and equipment.

RECOMMENDATION:

The Board of Trustees approves the purchase of tools and equipment for the Transit Technician Program in the amount of \$577,046.38 from Snap-on Industrial, as presented.



President

April 19, 2022

Date



Quote

Submit to Snap-on Industrial
 3011 IL RTE 176, Door 1
 Crystal Lake, IL 60014
 877-740-1900

Quote Number IMP-000901677
Quote Date 3/28/2022
Quote Expiration Date 5/27/2022
Customer Name NORTHWEST FLORIDA
 STATE COLLEGE
 NORTHWEST FLORID
Customer BP 201396506
Contact Name MICHAEL ERNY
Email ernym@nwfsc.edu
Phone Number 8507296051
Sales Rep Olson, Mark A
Mobile # 850-982-4535
Email Address Mark.A.Olson@snapon.com

Ship Via 1 - UPS GROUND
Payment Terms P30 - NET 30 DAYS
Ship to 201396506
 NORTHWEST FLORIDA STATE
 COLLEGE
 100 COLLEGE BLVD
 NICEVILLE FL 32578
Bill to 201396502
 NORTHWEST FLORIDA STATE
 COLLEGE NORTHWEST FLORID
 100 COLLEGE BLVD
 NICEVILLE FL 32578

Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
9500GSBFMUYO	BIG SET ORANGE/BOX/FOAM	6	\$35,205.61	\$19,320.84	\$115,925.04
ACT407	CNDNSR FIN	1	\$30.99	\$19.95	\$19.95
GA424A	BELT GAUGE	2	\$256.35	\$170.45	\$340.90
A257	BUSH DR SET	2	\$1,139.90	\$733.87	\$1,467.74
GA3645	LONG RNGE DIAL TEST IND SET	2	\$286.81	\$190.70	\$381.40
PMF147A	0-6IN US/MET DIAL TYPE CALIP	2	\$110.31	\$73.35	\$146.70
CT9010	18V 3/8 BLDC IMPCTWR W/CTB8187	1	\$840.43	\$558.80	\$558.80
CDR8850HK2	18V 1/2 HAM DRL KIT W/5 AH BAT	2	\$793.20	\$527.40	\$1,054.80
DBTR129	29 PC BIT SET	2	\$238.49	\$158.57	\$317.14
GA225	FACE SHLD	8	\$32.39	\$21.54	\$172.32
OFW4KT	SWVEL GRIPPER FILTR WRENCH SET	2	\$97.71	\$64.97	\$129.94
ASTFUN19KIT	6PC FUNNEL SET	2	\$105.01	\$88.67	\$177.34
YA739	MAN GEAR OIL PUMP	1	\$276.31	\$183.72	\$183.72
CGG8850DB	18V LI-ION GREASE GUN DB ONLY	2	\$357.20	\$237.50	\$475.00
WMH577102	BENCH GR 8IN X 1IN WHL 1HP	1	\$481.99	\$406.99	\$406.99
WMH577172	PEDSTAL STND 11INX10IN MOUNT	1	\$228.54	\$192.98	\$192.98
WMH21224	12LB HD 24IN BASH SLDG HMR	2	\$165.47	\$139.72	\$279.44
MASHG501D	MASTER HEAT GUN 1200F 120V	2	\$209.07	\$176.54	\$353.08
OMG60253	SHOPPRESS 25T W/HD PMP	1	\$1,000.17	\$844.54	\$844.54
208EPIT	3/8DR 8PC IMP DR SET	2	\$322.53	\$177.00	\$354.00
MG1250	3/4IN IMPACT WRENCH	2	\$1,092.62	\$703.43	\$1,406.86
425IMM	3/4DR SHL 6PT IMP 17-50MM	2	\$1,150.41	\$424.96	\$849.92
417IM	3/4DR SHL 6PT IMP 3/4-1 3/4	2	\$772.19	\$285.25	\$570.50
PT2500	1IN H.D. IMPACT WRENCH	2	\$2,757.83	\$1,775.49	\$3,550.98
516IM	1DR SHL 6PT IMP 2 1/16-3 1/2	2	\$4,076.33	\$1,505.80	\$3,011.60
520SIM	1DR DEEP 6PT IMP 2 1/16-3 1/2	2	\$7,574.83	\$2,798.14	\$5,596.28
202IP	2PC IMPACT UNIVERSAL JOINT SET	2	\$134.85	\$74.01	\$148.02
CT9080	18v 1/2 IMPCT WRCH KIT - RED	2	\$971.95	\$646.25	\$1,292.50
CTLFD8850A	3500 LM FLD LGHT 18V NO BAT PK	2	\$199.61	\$132.72	\$265.44
ECUHD218	UNDER-HOOD LIGHT RED	2	\$312.03	\$207.47	\$414.94
ECFBP6	6 SMD LED SHOPLIGHT IP65-BLUE	4	\$119.77	\$79.64	\$318.56

SPBH54R	HD STRK 54IN RED PRYBR	4	\$238.49	\$130.88	\$523.52
SPBH48R	HD STRK 48IN RED PRYBR	4	\$214.32	\$117.62	\$470.48
MIC0-3E	3PC ELEC MICRM SET	2	\$887.76	\$590.27	\$1,180.54
CNT3M512	INSIDE MICORMETER 2-12 IN	2	\$273.10	\$230.61	\$461.22
FFL72225226	ECON DIG COUNT DPTH MCROMTR	2	\$181.75	\$153.47	\$306.94
PWA24A	24IN ALUM EXT PIPE WR	4	\$233.23	\$150.15	\$600.60
OMG44020	2-Ton Engine Crane	1	\$712.31	\$601.47	\$601.47
EEDF700-MSTR	WIRELES PRESSURE DIESEL1000PSI	1	\$1,943.61	\$1,292.31	\$1,292.31
EEF15-ALL	FUEL ADAPTORS USE W/EEPV700	1	\$499.04	\$331.81	\$331.81
EEPV5F-ALL	ENG/TRN ADAPTORS USE W/EEPV700	1	\$211.17	\$140.41	\$140.41
EEPV700-ADD	FUEL-VAC-OIL-TRAN-COMP ADAPTOR	1	\$1,045.35	\$695.05	\$695.05
CJ2500	MSTR PLR SET HEAVY DUTY MANUAL	1	\$2,164.24	\$1,187.73	\$1,187.73
CJ2400	MSTR PLR SET LIGHT DUTY MANUAL	1	\$730.17	\$400.72	\$400.72
SRT1	HEAVY DUTY TRUCK SEAL REM TOOL	2	\$177.55	\$118.05	\$236.10
434HDC	3/4DR SET W/CASE AND FOAM	2	\$4,480.81	\$2,459.07	\$4,918.14
KDT41650	AXLE NUT SET	2	\$111.89	\$94.48	\$188.96
TPGIF1600A	BLUE POINT SIGHTGLASS INFLATOR	4	\$102.43	\$68.11	\$272.44
ATECH4RS600	3/4DR HD TECH ANGLE TORQ WREN	2	\$1,565.39	\$1,040.83	\$2,081.66
ATECH3FR250B	TORQ WR 1/2IN ELEC 26.6IN LONG	2	\$635.61	\$422.62	\$845.24
CTECH1FR240A	1/4IN DR FLEX ELECT TRQ WR	2	\$777.44	\$516.92	\$1,033.84
ATECH2FR125B	TECHANGLE SNAP-ON, 5-125 FT LB	2	\$625.11	\$415.64	\$831.28
TF528D	FLARE SET	2	\$202.77	\$130.54	\$261.08
VT1B	VALVE STEM PULLER	2	\$43.34	\$28.82	\$57.64
YA9020A	TRK WHL CHCKS	6	\$272.73	\$181.34	\$1,088.04
WWPR13A	PLIERS	2	\$123.45	\$67.75	\$135.50
CNT3R401	COOLANT/ BATTERY AND DEF/ UREA	2	\$105.01	\$88.67	\$177.34
MROUND4	4PC SML HOLE GAUGE SET	2	\$171.25	\$113.86	\$227.72
EELD600HD	HIGH PRESSURE SMOKE MACHINE	1	\$4,197.15	\$2,790.69	\$2,790.69
EELD600HD-1	ADAPTORS FOR HD SMOKE MACHINE	1	\$508.49	\$338.10	\$338.10
SVTS263A	COOL SYS PRESS TEST-AIR POWRED	2	\$303.62	\$201.88	\$403.76
SVTA9100	9 PC TRUCK COOLING ADAPTER SET	2	\$472.77	\$314.34	\$628.68
MTEE6	6PC TELE GAUGE SET	2	\$156.01	\$103.73	\$207.46
FCT706	HEAVY DUTY FAN CLUTCH WRENCH	1	\$135.00	\$89.76	\$89.76
CJ140	PULLER SET 5PC DIESEL INJECTOR	2	\$322.53	\$177.00	\$354.00
GA535	35IN PREC STRT EDGE	2	\$163.37	\$108.62	\$217.24
CNT6434	CYLINDER LINER PROTRUSION GAUG	2	\$194.36	\$164.12	\$328.24
RC150A	RING COMP	2	\$56.73	\$36.52	\$73.04
YA9140B	UNIV VALVE SPRING COMPRESSOR	2	\$274.21	\$182.32	\$364.64
HDP1800	MSTR HRMNIC DMPR PILY PLLR KIT	2	\$454.91	\$302.47	\$604.94
PRS12	PISTON RING PLIERS	2	\$21.06	\$13.56	\$27.12
PRS10	PLIERS	2	\$18.13	\$11.67	\$23.34
PH3050BRCH4	AIR HAMMER SET-RED	2	\$724.91	\$466.70	\$933.40
BJP1	BALL JOINT PRESS MASTER SET	2	\$772.19	\$423.78	\$847.56
PAR6880	HIGH LVRG LOW PRFL PITMAN ARM	2	\$259.50	\$172.54	\$345.08
BB9018KIT	BB9018 AND BB5002A KIT	2	\$196.99	\$130.98	\$261.96
PHX3006PLUS	BRAKESTRIP TEST STRIP	2	\$81.36	\$68.70	\$137.40
BTG8	8 PC BRAKE GAUGE SET	2	\$34.94	\$23.23	\$46.46
FFL72234222	EXT RNG DIG DISC BRKT MCROMTR	2	\$82.74	\$69.87	\$139.74
DG530	DIGI DRUM GAUGE	2	\$473.82	\$315.04	\$630.08
LIL61850	HD SEAL DRIVER, 5 PC	2	\$263.70	\$222.67	\$445.34
STMIL0650	SUPER MUTT MIL MAIN UNIT	2	\$3,515.24	\$3,515.24	\$7,030.48
BT4651	TRUCK SLACK ADJ SET	2	\$96.40	\$64.10	\$128.20
RTEMP8	MUL/LASER INF THERM	2	\$205.92	\$136.92	\$273.84
M3548A	SOCKET	2	\$201.19	\$110.41	\$220.82
A37M	CLUTCH SET	2	\$940.29	\$605.36	\$1,210.72
CJ2003A	PULLER SET REAR AXLE	2	\$724.91	\$397.83	\$795.66

SP2031A	PILOT BEARING PULLER	2	\$97.45	\$64.79	\$129.58
A145	CLUTCH SET	2	\$137.63	\$75.53	\$151.06
YA328A	ANGLE LOCATR	2	\$42.55	\$28.29	\$56.58
TJ100	1/2T MANUAL TRANS JACK	1	\$2,759.93	\$1,835.08	\$1,835.08
UJP1	UNIVERSAL JOINT APPLICATION	2	\$517.95	\$284.25	\$568.50
ACT1300B	AC CLUTCH KIT W SPANNER WRENCH	2	\$184.91	\$122.95	\$245.90
ACTUVKITD	R134A A/C UV LEAK DETECT KIT	2	\$360.36	\$239.60	\$479.20
ACT51234A	DUAL PREMIUM GAUGE SET	2	\$358.25	\$238.20	\$476.40
ACTR9600	HEAVY DUTY DUAL MANIFOLD	2	\$330.94	\$220.04	\$440.08
ACT2105	DELX ORIFICE TUBE SERV.KIT	2	\$64.09	\$42.61	\$85.22
TEMP200	THERMOMETER DUAL DIGTAL	2	\$95.35	\$63.40	\$126.80
ACT1297	AC VALVE CORE TOOL SET	2	\$280.51	\$186.51	\$373.02
EETH310	DIAG THERMAL IMAGER ELITE	1	\$1,990.89	\$1,575.99	\$1,575.99
BK5600DUAL55	DIG VIDSCOPE W/5.5 DUAL IMGR	1	\$682.89	\$454.05	\$454.05
BKIMG55ART	5.5MM ARTICULATING IMAGER	1	\$702.85	\$467.33	\$467.33
EECT900	MULTI-PROBE ULTRA	2	\$383.47	\$254.97	\$509.94
EEBC100A	BATTERY CHARGER WITH CEC	2	\$309.93	\$206.07	\$412.14
EEBC500B	BATTERY CHARGER PLUS-LIFEPO4	1	\$940.29	\$625.20	\$625.20
EECS306C	DTAC ELITE BATTERY SYS TESTER	1	\$4,197.15	\$2,790.69	\$2,790.69
EEJP4001	12/24 WHEELED HDENGINE STARTER	1	\$893.01	\$593.76	\$593.76
MT302BR	REMOTE STARTER SWITCH RED	4	\$89.30	\$59.38	\$237.52
BC20500A	20FT BATTERY BOOSTER CABLES	1	\$183.86	\$122.25	\$122.25
OFW12418	1/2 IN TRUCK OIL FIT WRENCH	4	\$43.34	\$28.82	\$115.28
OFW125532	1/2IN DR TRUCK OIL FLTR WRENCH	4	\$42.29	\$28.12	\$112.48
OFCA2	61MM 124MM SPIDER FWAP FW	4	\$35.99	\$23.93	\$95.72
OFC14KT	HD END CAP FILTER WR SET 14PC	4	\$228.51	\$151.94	\$607.76
A91F	STRAP WRENCH	4	\$72.23	\$39.64	\$158.56
A180A	PACKER	4	\$273.16	\$149.91	\$599.64
YA470C	MAN BRNG PCKR	4	\$43.87	\$29.17	\$116.68
BT518	TRK BRKE TL	6	\$64.88	\$41.77	\$250.62
TAP1	TRUCK ANCHOR PIN PRESS	4	\$418.14	\$229.48	\$917.92
TAP1-5A	PRESSURE PAD FOR TAP1	4	\$30.74	\$16.87	\$67.48
DPT7A	DOOR TL SET	2	\$305.72	\$167.78	\$335.56
YA511	LOCKOUT KIT	1	\$266.85	\$177.43	\$177.43
TA360	TORQUE GAUGE	6	\$107.69	\$69.33	\$415.98
MTMB1990	TQ MULTPLR 1990FT LBS 3/4x1	1	\$1,013.83	\$674.10	\$674.10
TE50FA	TORQ	2	\$349.85	\$225.23	\$450.46
TE6A	TORQ	2	\$402.38	\$259.05	\$518.10
TE50A	TORQ	2	\$360.36	\$232.00	\$464.00
RD20	21PC MSTR SPND RTHR SET	1	\$132.38	\$88.02	\$88.02
RD8LT	9PC LGT TRK SPND RTHR SET	1	\$255.30	\$169.75	\$169.75
TFTFM932A	THREAD RESTORATION FILE SET 3P	1	\$54.90	\$36.50	\$36.50
TDG1	TREAD DEPTH GAUGE	6	\$7.03	\$4.67	\$28.02
TR109	VALVE CORE TOOL	6	\$22.74	\$12.48	\$74.88
YA173B	CLIP ON STYLE ANGLED AIR CHUCK	6	\$13.08	\$8.70	\$52.20
BACK1L	RED LRG BACK SUP	6	\$79.32	\$52.74	\$316.44
BACK1M	RED MED BACK SUP	6	\$76.96	\$51.17	\$307.02
BSA916	9/16 BENDIX SLACK ADJUSTER	6	\$64.88	\$43.14	\$258.84
HSA716	7/16 HALDEX SLACK ADJUSTER	6	\$43.07	\$28.64	\$171.84
HDLUGSET1	1DR HD LUG SKTSET	4	\$735.42	\$403.60	\$1,614.40
HDLUGSET2	3/4DR HD LUG SKTSET	4	\$766.94	\$420.90	\$1,683.60
TWP8	TRUCK WHEEL PAN	12	\$24.69	\$16.42	\$197.04
YA727B	1 TON WSHBN HYD TRANS JACK	2	\$3,765.77	\$2,503.86	\$5,007.72
YA765D	WHEEL DOLLY	2	\$1,720.56	\$1,144.00	\$2,288.00
HW93512	10 TON HEAVY DUTY JACK STAND	4	\$821.61	\$693.77	\$2,775.08
JS600	6 TON JACK STANDS	2	\$315.00	\$209.44	\$418.88

JS400	4 TON JACK STANDS	2	\$276.00	\$183.51	\$367.02
MCLNWRL164	WRLS MCL 4 - 16IN FORK 64K	1	\$61,465.35	\$45,410.60	\$45,410.60
MCLAB1616	MOBILE SUPPORT STAND 16K TALL	1	\$1,166.17	\$861.57	\$861.57
MCL5MA2	WHEEL ADAP 1PR/COL 12.5IN FORK	1	\$263.70	\$194.82	\$194.82
JBC206RED	BENCH RED	1	\$583.08	\$430.78	\$430.78
JBC203RED	BACKBOARD RED	1	\$199.09	\$147.09	\$147.09
108950	HUBLESS RTR MNTG KIT 20107023	1	\$337.62	\$249.43	\$249.43
GA2-6B	2-6IN DIAL BORE GAUGE	1	\$449.66	\$298.98	\$298.98
CF700C	AIR OPERATED VALVE SPNG CMPSR	1	\$593.59	\$394.68	\$394.68
GA317	VALVE KEEPER TOOL SMALL	1	\$57.00	\$37.90	\$37.90
YA105	SEAL PULLER	1	\$22.22	\$14.31	\$14.31
TPI621C3	MANOMETER	1	\$358.25	\$302.51	\$302.51
9200GSBFMUUY	BIG SET/FOAM	6	\$9,150.73	\$5,021.92	\$30,131.52
GLA72A	ADAPTOR	1	\$62.25	\$34.16	\$34.16
GLA124A	ADAPTOR	1	\$90.09	\$49.44	\$49.44
GLA12B	ADAPTOR	1	\$27.58	\$15.14	\$15.14
GLAS1F	ADAPTOR	1	\$56.21	\$30.85	\$30.85
L872RM	3/4DR XLNG 36IN KNR LCK HANDLE	1	\$133.17	\$73.08	\$73.08
ANS1900B	AXLE NUT SOCKET	1	\$29.42	\$19.56	\$19.56
ANS1933A	AX NUT SKT. 6PT 59MM	1	\$37.04	\$23.85	\$23.85
ANS1901A	AXLE NUT SOCKET	1	\$35.46	\$22.83	\$22.83
ANS1920A	AXLE NUT SOCKET	1	\$39.14	\$25.20	\$25.20
ANS1902A	AXLE NUT SOCKET	1	\$42.29	\$27.23	\$27.23
ANS1903A	AXLE NUT SOCKET	1	\$43.60	\$28.07	\$28.07
ANS1905A	AXLE NUT SOCKET	1	\$43.60	\$28.07	\$28.07
ANS1904A	AXLE NUT SOCKET	1	\$42.29	\$27.23	\$27.23
ANS1922A	AXLE NUT SOCKET	1	\$39.14	\$25.20	\$25.20
ANS1923A	AXLE NUT SOCKET	1	\$43.60	\$28.07	\$28.07
ANS1924A	AXLE NUT SKT	1	\$43.60	\$28.07	\$28.07
ANS1926A	AXLE NUT SKT	1	\$47.28	\$30.44	\$30.44
ANS1932A	LOCKNUT WR	1	\$47.28	\$30.44	\$30.44
ANS1906A	AXLE NUT SOCKET	1	\$48.60	\$31.29	\$31.29
ANS1907A	AXLE NUT SOCKET	1	\$48.60	\$31.29	\$31.29
ANS1908A	AXLE NUT SOCKET	1	\$47.28	\$30.44	\$30.44
ANS1909A	AXLE NUT SOCKET	1	\$44.13	\$28.41	\$28.41
ANS1910A	AXLE NUT SOCKET	1	\$45.97	\$29.60	\$29.60
ANS1911A	AXLE NUT SOCKET	1	\$48.60	\$31.29	\$31.29
ANS1925A	AXLE NUT SOCKET	1	\$47.28	\$30.44	\$30.44
ANS1927A	AXLE NUT SOCKET	1	\$47.28	\$30.44	\$30.44
ANS1912A	AXLE NUT SOCKET	1	\$52.27	\$33.65	\$33.65
ANS1913A	AXLE NUT SOCKET	1	\$50.43	\$32.47	\$32.47
ANS1914A	AXLE NUT SOCKET	1	\$50.43	\$32.47	\$32.47
ANS1915A	AXLE NUT SOCKET	1	\$52.27	\$33.65	\$33.65
ANS1916A	AXLE NUT SOCKET	1	\$61.73	\$39.74	\$39.74
ANS1917A	AXLE NUT SOCKET	1	\$61.73	\$39.74	\$39.74
ANS1918A	AXLE NUT SOCKET	1	\$63.04	\$40.59	\$40.59
ANS1919A	AXLE NUT SOCKET	1	\$62.78	\$40.42	\$40.42
SIMM330	1/2DR 6PT 33MM DP IMP SKT	1	\$61.46	\$33.73	\$33.73
SES161B	1/2DR 16 1/2" SHL SPLN SKT	1	\$138.15	\$88.94	\$88.94
SES181B	1/2DR 18-9/16IN SHL SPLN SKT	1	\$133.95	\$86.24	\$86.24
305ASX	5PC 1/2DR EXT SET (2IN-11IN)	1	\$221.15	\$121.37	\$121.37
IM122B	3/4DR 13IN IMP EXT	4	\$116.62	\$43.08	\$172.32
TIF160	160LB DIAL INFLATOR	6	\$142.88	\$95.00	\$570.00
SGTT110B	TERMINAL TOOL SET10PC INSTINCT	2	\$134.42	\$86.54	\$173.08
CNT6456	BRKT DRM GAGE	2	\$208.02	\$175.65	\$351.30
TT12KT	TERMINAL TOOL KIT	2	\$78.01	\$51.87	\$103.74

GA500A	TERMINAL TL	2	\$30.21	\$19.45	\$38.90
EEWB543AW	JBC 9800 TRUCK BALANCER	1	\$12,806.81	\$9,461.67	\$9,461.67
EEWHT8026	TRUCK TIRE CHANGER 200V 3PH	1	\$18,280.44	\$13,505.59	\$13,505.59
STMIL0649	SUPER MUTT MIL ACCESSORIES	1	\$1,818.61	\$1,818.61	\$1,818.61
HW93735A	25 TON TRUCK JACK W/3IN ADAPT	2	\$2,689.54	\$2,271.05	\$4,542.10
OMG18204C	20 TON AIR BOTTLE JACK	4	\$390.82	\$330.01	\$1,320.04
OMG18124C	12T AIR MANUAL BOTTLE JACK	4	\$331.99	\$280.33	\$1,121.32
OMG32107B	10 TON HIGH LIFT JCK STDS 1PR	4	\$473.82	\$400.09	\$1,600.36
OMG32225B	22 TON JACK STAND 1PR	4	\$327.79	\$276.79	\$1,107.16
KRBC2TD	2 TRAY CART RED	6	\$203.95	\$135.61	\$813.66
PPC704BK	4PC PNCH SET	6	\$181.75	\$99.74	\$598.44
GA1	BUSH CUTTER	6	\$18.13	\$11.67	\$70.02
YA879B	HD AUTO CENTER PUNCH	2	\$42.65	\$28.36	\$56.72
YA900	4-3/4IN AUTO CTR PNCH	2	\$29.42	\$19.56	\$39.12
GA237	0-9 STL STMP SET	2	\$33.89	\$21.82	\$43.64
LP30A	3PC DRFT PIN PNCH SET	2	\$257.92	\$141.55	\$283.10
BH133B	HD 48OZ HND/DRL HKRY HM	4	\$60.68	\$39.07	\$156.28
EXDMS48	48PC MSTR EXT SET	2	\$576.30	\$383.18	\$766.36
REX25C	EXTRACT SET, 25PC MULTISPINE	1	\$175.00	\$116.36	\$116.36
REX25C	EXTRACT SET, 25PC MULTISPINE	1	\$175.00	\$116.36	\$116.36
A36A	STUD PULLER	1	\$118.72	\$65.15	\$65.15
CJ951	BEARING SEPARATOR 4-1/2IN	1	\$267.90	\$147.02	\$147.02
CJ952	BEARING SEPARATOR 6-1/8IN	1	\$461.21	\$253.11	\$253.11
CJ953	BEARING SEPARATOR 8-3/4IN	1	\$1,313.25	\$720.71	\$720.71
CJ3PSB	POWER STEERING PULLER SET	1	\$399.18	\$219.07	\$219.07
CJ131P	PLR SET STR WHL LCK PLATE DEPR	1	\$408.68	\$224.28	\$224.28
CJ134	PULLER TILT STEERING PIVOT PIN	1	\$30.47	\$16.72	\$16.72
CJ89	PULLER	1	\$108.74	\$59.68	\$59.68
CJ119B	PLR PITMAN ARM DOM CARS LT TRK	1	\$169.67	\$93.11	\$93.11
CJ115	PLR PITMAN ARM CMPCT INTRMED	1	\$201.72	\$110.70	\$110.70
PAR1490	SUPER DUTY PITMAN ARM PULLER	1	\$452.81	\$301.07	\$301.07
ST669	TORQ TL SET	2	\$335.14	\$183.92	\$367.84
CJ148	FUEL LINE PLUG	6	\$20.50	\$11.25	\$67.50
CJ149	FUEL LINE REMOVER	1	\$28.63	\$15.71	\$15.71
YA6615	24MM CMMINS FLRNT WR	1	\$83.52	\$55.53	\$55.53
DEFT300	DEF LINE SEPARATION FORKS	1	\$92.98	\$61.82	\$61.82
PTGR200	DIE GRINDER	2	\$302.57	\$194.79	\$389.58
PTGR210	ANGLE DIE GRINDER	2	\$372.96	\$240.11	\$480.22
PTC430	HD 3IN CUT-OFF TOOL	1	\$335.14	\$215.76	\$215.76
YA4000B	AUTOMOTIVE TEST KIT	1	\$142.36	\$94.66	\$94.66
YA6930	ENGINE ELECT STETHOSCOPE	1	\$206.97	\$137.61	\$137.61
R460B	120V SOLDER KIT	4	\$120.82	\$80.33	\$321.32
R40B	40 WATT SOLDERING IRON KIT	4	\$66.46	\$44.19	\$176.76
CL408A	C-CLAMP	8	\$109.79	\$73.00	\$584.00
WWPR13A	PLIERS	1	\$123.45	\$67.75	\$67.75
WWH13LG	WHL WGHT HM	1	\$44.13	\$29.34	\$29.34
5-14126A	BRUSH TIRE LUBE APPLICATOR	1	\$22.33	\$16.50	\$16.50
8-03229A	LUBRICANT-TIRE MOUNTING	1	\$28.28	\$20.89	\$20.89
VT1B	VALVE STEM PULLER	1	\$43.34	\$28.82	\$28.82
M3548A	SOCKET	1	\$201.19	\$110.41	\$110.41
CJ129A	HUB PULLER	1	\$244.79	\$157.60	\$157.60
FJ400	4 TON FLOOR JACK	4	\$1,008.58	\$670.60	\$2,682.40
YA1233A	20/TON HIGH LIFT BOT JACK	2	\$209.91	\$139.57	\$279.14
EEAC331B	POLARTEK PLUS AC MACHINE	1	\$10,375.00	\$6,898.34	\$6,898.34
ACT120A	ELECTRONIC SCALE	1	\$458.06	\$304.56	\$304.56
ACT9006	6.0 CFM VACUUM PUMP	1	\$646.12	\$429.61	\$429.61

ACT1370	AIR/FUEL TL	2	\$32.84	\$21.84	\$43.68
SVTS272A	COOLING SYSTEM PRESSURE TESTER	2	\$299.42	\$199.08	\$398.16
AF102	NTIFRZ METR	6	\$18.13	\$12.05	\$72.30
HCP9	PLIER	6	\$23.79	\$15.32	\$91.92
PHP1A	9-1/4IN SWVL JAW HSE CLMP PLRS	6	\$40.72	\$27.07	\$162.42
OC5A	5OZ OILER	4	\$16.71	\$11.11	\$44.44
S6260	1/2IN DR 12PT IMPACT SKT 1/2IN	4	\$63.83	\$42.44	\$169.76
VST100	VALVE SPRING COMPRESSOR	1	\$62.25	\$41.39	\$41.39
A257	BUSH DR SET	1	\$1,139.90	\$733.87	\$733.87
A157C	BUSHING DR SET	1	\$325.69	\$178.74	\$178.74
A1310B	BEARING AND SEAL DRVR ST 10PC	1	\$126.02	\$81.13	\$81.13
A1310SB	BEARING AND SEAL DRVR ST 10PC	1	\$147.03	\$94.66	\$94.66
GA3634	B JNT/BRAKE SET	1	\$351.95	\$234.01	\$234.01
BTCP1	BRAKE CALIPER PRESS	1	\$168.10	\$111.77	\$111.77
BTCP500	BRAKE CALIPER SPREADER	1	\$84.32	\$56.06	\$56.06
BTCP600	BRAKE CALIPER PRESS	1	\$115.51	\$76.80	\$76.80
YA8610B	7PC BRAKE CALIPER KIT	1	\$359.31	\$238.91	\$238.91
BTPUCK2	2PIN BRAKE PISTON TOOL	1	\$56.47	\$37.55	\$37.55
WV1780B	SNAP-ON VISE 8 IN	2	\$1,523.37	\$1,012.89	\$2,025.78
WV4046	6" CAPS PR	2	\$169.15	\$112.47	\$224.94
EEDM300B	SCOPE/METER 2-CHANNEL	1	\$1,465.59	\$1,160.16	\$1,160.16
EETA308D	PRECISION LOW AMP PROBE	6	\$383.46	\$254.96	\$1,529.76
AVSOSL9	OFFSET LEFT AVIATION SNIPS	1	\$52.53	\$34.93	\$34.93
AVSOSR9	OFFSET RIGHT AVIATION SNIPS	1	\$54.11	\$35.98	\$35.98
AVSNP01030	AVIATION TIN SNIPS-STRAGHT CUT	1	\$31.52	\$20.96	\$20.96
IPA9008SE	TRAILER TESTER	1	\$2,923.84	\$2,468.89	\$2,468.89
CNT3M116	6 PC MICROMETER SET	2	\$360.00	\$303.98	\$607.96
OTC3587	TERMINAL KIT	1	\$528.49	\$446.26	\$446.26
THX108	DEF CHEK TESTER	2	\$20.70	\$17.48	\$34.96
KUK25A	BLND HL PLR SET 0.46-1.87IN	1	\$905.00	\$764.18	\$764.18
OMG10209W	20T WELDED SHORTY BOTTLE JACK	2	\$160.00	\$135.10	\$270.20
9600GSBFMUYO	BIG SET ORANGE/BOX/FOAM	2	\$52,478.50	\$28,800.20	\$57,600.40
EEWA529B	V6200 TRK ALIGNER-MOBILE	1	\$47,565.92	\$35,141.70	\$35,141.70
MTTL430	BACK PROBE SET OF 3	6	\$39.67	\$26.38	\$158.28
HDDCERTKIT	HEAVY DUTY DIESEL CERT KIT	1	\$66,870.10	\$50,814.59	\$50,814.59
SKRCPS	EDU SHOPKEY REPAIRCONNECT PLUS	1	\$1,141.07	\$1,141.07	\$1,141.07
ZEUSCERTKIT	ZEUS CERTIFICATION KIT	1	\$87,085.00	\$67,098.99	\$67,098.99
SKPDOSCHL	EDU SKPRO 100 USERS	1	\$1,218.69	\$1,218.69	\$1,218.69

Total Weight	27,434.53 lbs
Sub Total	\$577,046.38
Shipping	\$0.00
Tax	\$0.00

Grand Total \$577,046.38

Quote Notes: Sourcewell Contract 013020-SNP

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

*Please provide vendor and pricing information to customer service on this part number.



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees
From: Dr. Devin Stephenson, President
Date: April 19, 2022
Re: Solicitations Progress Listing and Item(s) for Review

A status report of the College's current solicitations in progress is attached for your review.

Flight Training Provider

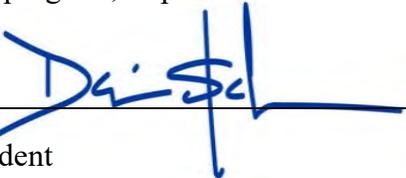
After careful evaluation of the two proposals received, it was determined that neither was responsive. The College issued a notice of no award and the protest period ended without a protest. The College will explore options for a contract with a vendor who can provide flight training at least through the Summer 2022 semester.

Public Safety Garage and Building 710 Renovation Project

At the February meeting, the Board of Trustees approved posting ITB #2021-2022-02 regarding renovating the existing racquetball courts into garages for Public Safety ambulances and fire trucks. This College held on posting to ensure that it had proper architectural and engineering documents. Through further study, the College has determined that an addition to Building 710, Public Safety West will be required for the new Transit Tech program, which will require similar construction work as that involved in the Public Safety Garage ITB. Therefore, the College recommends that the Board approve the College to publish a solicit that seeks proposals to complete both projects, rather than soliciting for them separately.

RECOMMENDATION:

The Board of Trustees approves the College to issue a single ITB #2021-2022-02 for the renovation of the racquetball courts into Public Safety garages and an addition to Building 710 to support the Transit Tech program, as presented.



President

April 19, 2022

Date

REQUEST FOR APPROVAL TO POST	NEED FOR GOODS/SERVICES	DATE SUBMITTED	NWFC DIVISION	ESTIMATED COST OF GOODS/SERVICES
ITB #2021-2022-02 Public Safety Garage and Building 710 Renovation Project	Renovation of existing racquetball courts into garages for Public Safety ambulances and fire trucks. Addition to Building 710, Public Safety West for the new Transit Tech program.	1/27/2022	Facilities	\$990,000
OPEN SOLICITATIONS	PURPOSE	DATE POSTED	NWFC DIVISION	ESTIMATED COST OF GOODS/SERVICES

None

SOLICITATIONS IN PROGRESS	PURPOSE	DATE APPROVED	NWFC DIVISION	ESTIMATED COST OF GOODS/SERVICES

None

SOLICITATIONS ON HOLD	REASON FOR HOLD	DATE HELD	NWFC DIVISION	ESTIMATED COST OF GOODS/SERVICES
None				

CANCELLED OR CLOSED SOLICITATIONS	REASON	DATE CANCELLED	NWFC DIVISION	ESTIMATED COST OF GOODS/SERVICES
RFP #2021-2022-01 Flight Training Provider	Two proposals received; neither were responsive.	3/29/2022	Aviation	\$65,000

AWARDS MADE SINCE LAST BOARD MEETING & SUBMITTED FOR FINAL APPROVAL	AWARD RATIONALE	DATE AWARDED	NWFC DIVISION	AMOUNT AWARDED
Invitation to Negotiate #2021-2022-01: On-Campus Student Housing Development	Zimmer Development Company was the only proposer. The Evaluation Committee determined that it is in the best interest to the College to enter into contract with proposer.	3/14/2022	Facilities	N/A - Specialty services. The College will submit the final contract for approval in an upcoming meeting.



Memo

To: Board of Trustees
From: Dr. Devin Stephenson, President
Date: April 19, 2022
Re: Catalog Revision – Code of Conduct

The Student Code of Conduct is in the College Catalog within the Student Handbook. This code is required by Florida Statutes § 1006.60; to edit the Code of Conduct, we must follow the same rulemaking procedure that we follow for Board policies.

In 2021, the Legislature expanded student and student organization rights when they are accused of a code of conduct violation and addressed the College's responsibilities when reviewing a code of conduct violation. The Board approved those changes to our Student Code of Conduct in 2021. For the past several months, College leadership has studied the effectiveness of our Code of Conduct procedures, along with related student grievance procedures.

The attached, revised Student Code of Conduct is the College's proposed revision to our existing code. This version retains all the student and student organization rights, such as proper notice, impartial administrator, and the opportunity to defend themselves. It increases transparency of each step in our process for both students and administrators, clearly defines levels of consequences, and ensures that violations that would lead to dismissal or expulsion proceed through a multi-level review.

In addition to Student Code of Conduct revision, the College recommends adopting an Academic Integrity Procedure. Like the conduct code, this procedure must be adopted through our policymaking process. It is in both the College's and its students' best interests to distinguish between a code of conduct violation and an academic honesty violation, and Academic Integrity Procedures are a feature of Student Handbooks at institutions throughout the state. The goal of separating the procedures is to delineate between those violations that involve lack of academic integrity within a course or program versus the much broader set of code of conduct violations, increase transparency, provide a straightforward set of review steps, and ensure that most serious consequences are imposed with multi-layer review.

The pair of procedures offers due process to students accused of violations while safeguarding the College's ability to maintain a productive learning environment. The College will train all College staff who may be selected as administrators under the Student Code of Conduct of Academic Integrity Procedure.

The excerpted pages, if approved, will be effective on July 1, 2022, and placed within the Student Handbook's Collected Grievance Procedures in the 2022-2023 College Catalog. This item is informational before a request to advertise next month.

2022-2023 NWFSC Catalog – Code of Conduct Procedures

The Collected Grievance Procedures are designed to encourage a prompt, consistent, and equitable resolution of concerns.

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Academic Integrity

Students are expected to conduct themselves as responsible members of the College community and to be honest and forthright in their academic endeavors. Students likewise are expected to behave professionally and refrain from disrupting other students' learning environment. This procedure outlines the process for addressing allegations of academic integrity by both upholding the College's academic standards and the due process rights of the student.

I. Definitions

In addition to the general definitions for the Collected Grievance Procedures, these specific definitions apply to the Academic Integrity Procedure.

1. A "meeting" is a communication between individuals, which may be held in person, through writing in an e-mail, or through a phone call or other asynchronous method.
2. Designated Program is a Selective Admission Program as defined in the College Catalog at the relevant time.

II. Prohibited Conduct

The following conduct is prohibited by this procedure. If other conduct not specifically designated here violates the Academic Integrity requirement set out in this procedure, that conduct may also be addressed as an Academic Integrity matter.

1. Academic dishonesty includes but is not limited to:
 - a. Cheating: During any academic evaluation activity, the use or attempted use of unauthorized materials, information, notes, study aids or other devices, information from another student or student's paper, or engaging in unauthorized communication of information, contrary to the requirements of a course or program.
 - b. Plagiarism: Presenting work in part or whole of another as one's own without proper acknowledgment of the source or sources. The sole exception to the requirement of acknowledging sources occurs when ideas or information are common knowledge.
 - c. Collaboration: Sharing information with or working together with at least one other person in work to be submitted if contrary to the stated requirements of the assignment or course.
2. Program handbook violation includes any violation of the standards set out within the program handbook.
3. Classroom misconduct includes, but is not limited to, direct or indirect disruptive, threatening, or otherwise unacceptable social, physical, or emotional behavior in the classroom that disrupts other students' learning environment. Both engaging in or assisting with such activity is prohibited.
4. Practical learning experience misconduct includes violating any standard of a third party that is offering the student a practical learning experience that is required to complete the student's degree program, such as an offsite clinical placement.

5. Professional regulations violation includes violating the standards of any accrediting body or regulatory authority that governs the student's ability to complete the degree program.

III. Academic Integrity Procedure

At all times during an Academic Integrity procedure, all involved individuals will conduct themselves with professionalism and courtesy. When a student has allegedly violated the Academic Integrity requirement, the following procedures apply.

1. Support Measures and Resolution without a Complaint. The College encourages instructors, staff, and students to make every reasonable effort to resolve disputes, routine classroom management matters, and behavior issues informally in all appropriate cases. The College strives to make many avenues of support available. Student Support Resources can be found at the top of the Collected Grievance Procedures. Instructors are encouraged to refer students to support resources when behavioral or performance concerns first appear to reduce the likelihood of an Academic Integrity complaint for more severe behavior.
2. Complaint. Any instructor, staff, or student may file a complaint against a student for violation of the Academic Integrity requirement and is encouraged to do so as soon as possible after the alleged violation occurs. Submit a complaint [here](#).
 - a. Response Obligation. Inquiries from third parties will be addressed as appropriate in the investigative process. An affiliate or partner of the College (such as a high school or clinical site) seeking information regarding a complaint should contact the office responsible for administering the agreement with that affiliate or partner, and information will be provided as appropriate under this procedure. If the Respondent or Complainant is a dual-enrolled student, the College reserves the right to notify the student's high school.
 - b. Action by, Reporting to, and Adherence to Other Authorities. The College may enforce the Academic Integrity requirement regardless of whether any other authority has instituted any proceedings or taken any action in relation to the alleged violation. In other words, the College may impose consequences for violating its Academic Integrity requirement regardless of whether any other authority acts under any other applicable local, state, or federal law. (For example, even if an action or omissions is not actionable by Campus Safety & Security, the College may act under this policy.) Conversely, when in the best interest of the College, the College may postpone action or take interim or temporary action if another authority is addressing alleged conduct that is in violation of the Academic Integrity requirement. The College may also refer allegations to appropriate or additional authorities as required by law. (For example, even if an action or omission is actionable under this policy, the College may choose or be required to refer the matter to Campus Safety & Security, Collegiate High School, or the Title IX Officer.)
3. Delivery of Notices. When information must be delivered to a student, it will be to the student's institutional e-mail address.
4. Time Limit for Beginning Academic Integrity Procedures. Academic Integrity procedures may begin up to one calendar year after the date of the alleged violation. Generally, the College will strive to begin conduct procedures, if any, within 60 days of receiving a complaint. Either limit may be extended or waived when required by federal or state law or other written College policy

or procedure or to protect the health, safety, or wellbeing of the student or other College student, personnel, or operations.

5. Rights of Students. In addition to the protections set out elsewhere in this section, the student will be provided the following protections:
 - a. The right to a presumption that no violation occurred.
 - b. The College has the burden to prove, by a preponderance of the evidence, that a violation has taken place. Preponderance of the evidence means that the relevant information presented supports the finding that it is more likely than not that the Respondent violated of the Student Code of Conduct.
 - c. The right to an impartial Review Panel, to address the alleged violation of the Student Code of Conduct.
6. Accommodations. If a student requires a medical accommodation based on a disability to participate in the Academic Integrity review process, the College will cooperate with the Accommodations Resource Center to find resources to permit the student to participate fully. Separate from an accommodation for disability, the reviewer or Review Panel may make reasonable adjustments or introduce support measures to address concerns for the personal safety or well-being of the student or any witness during the proceeding by providing separate facilities; by using, when available and feasible, a visual screen; or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the reviewer or Review Panel to be appropriate.
7. Instructor Review. The initial reviewer is the instructor in the course in which the alleged violation occurred. The instructor will notify the student in a timely manner of the alleged act(s) of academic dishonesty and where to find this procedure within the Student Handbook. If necessary, the instructor review may be immediately escalated to be performed by the Chair or Director; for example, without limitation, this may occur if the instructor no longer teaches at the College. The student will be offered the opportunity to explain the conduct in question and provide the instructor with a detailed written explanation if the student chooses to do so. The instructor and student may meet to discuss the complaint.
 - a. Investigation. The instructor will gather facts, evidence, and statements from individuals involved in the complaint and make an initial determination of whether there is evidence to support the complaint. The instructor will disclose relevant information to the student.
 - b. Insufficient Evidence. If the instructor finds that there is insufficient evidence that a violation of the Academic Integrity requirement occurred, the complaint will be closed without further action and the student will be informed in writing by the instructor. Insufficient evidence means that the instructor, equipped with the evidence and Academic Integrity Procedure, could not reasonably review the evidence and determine that it is more likely than not that a violation occurred. The instructor may refer the student and any other individuals involved to support resources.
 - i. False Complaints. If the instructor determines that false information has been provided through the course of investigating a complaint, the individual providing false information may be subject to disciplinary action.

- c. Voluntary Resolution. If the student agrees that the behavior in question took place and does not dispute that the behavior violated the Academic Integrity requirement, the instructor will notify the student of any Level A consequence imposed. In this case, the complaint is voluntarily resolved, will be closed, and cannot be appealed.
 - d. Consequence Imposed. If the student disputes that they have violated the Academic Integrity requirement, the instructor will nevertheless consider all evidence, determine whether the violation occurred, and deliver a decision to the student in writing that states the Level A consequence imposed.
 - i. Appeal to Chair or Program Director. The student may inform the instructor in writing within five days of receipt of the decision that the student is choosing to seek further review on the basis that the instructor failed to follow applicable policy and procedure, or the instructor did not consider relevant facts that would change the decision. In that case, the instructor will refer the matter for Chair or Program Director Review.
 - ii. Level B or C Consequence. If the instructor completes their review and believes that a Level B or C consequence is necessary, the instructor will recommend that consequence in their written decision to the student and immediately refer the matter for Chair or Program Director review. The Level B consequence will take effect at the time of the instructor delivering the decision in writing.
 - e. Additional Instructor Review Guidelines. The instructor will ensure that a record of the complaint and resolution are available in writing, such as minutes of any meeting are taken that state attendees, topics covered, and any resolution reached. The instructor may request any College staff or agent to sit in on a meeting, other than those who may be required to review the complaint in further steps. The instructor or student may request further informal meetings to continue resolving the matter, as needed, but additional meetings may not be used to delay further steps.
 - f. Failure to Attend. Failure of the student to meet with the instructor within 10 days of a request for a preliminary meeting will not prevent the process of collecting information or the decision to move forward with further steps under this procedure.
8. Chair or Program Director Review. If the complaint is appealed or referred to the Chair or Program Director, they will promptly confirm that the student has knowledge of this procedure and review the basis for appeal or referral and the written record to date. The goal of this review is to ensure that the instructor followed applicable policy and procedure; took relevant facts into account; and selected a consequence, if any, that is tailored to the offense. The Chair or Director may accomplish this through written notices to the individuals involved or a meeting with the student and, as appropriate, the instructor.
- a. Voluntary Resolution. If possible, the Chair or Director will attempt to reach agreement with the student regarding the basis of their request for further review or regarding the severity of the consequence. If agreement is reached, the Chair or Director will deliver to the student in writing a record of how the complaint has been resolved. Likewise, if the Chair or Director completes their review and concludes that the instructor decision was made in error, the Chair or Director may reverse the decision and close the complaint. In this case, the complaint is closed and cannot be appealed.

- b. Instructor Decision Upheld – Level A. After reviewing the record of the matter and taking any appropriate steps toward voluntary resolution, if the Chair or Director upholds the instructor’s decision with a Level A consequence, the Chair or Director will notify the student of the decision in writing. In this case, the complaint is closed and cannot be appealed.
 - c. Level B or C Consequence. After reviewing the record of the matter and taking any appropriate steps toward voluntary resolution, if the Chair or Director upholds the instructor’s decision with a Level B or C consequence (or personally recommends a Level B or C consequence), the Chair or Director will notify the student of the decision in writing. A Level B consequence may be put into effect or, if instituted at the instructor level, will remain in effect in accordance with that decision. The student may request an Academic Integrity Review within 5 days of receiving the written decision.
 - d. Additional Chair or Program Director Review Guidelines. The Chair or Program Director will ensure that a record of the review and resolution are available in writing, such as minutes of any meeting are taken that state attendees, topics covered, and any resolution reached. The Chair or Program Director may request any College staff or agent to sit in on any meeting, other than those who may be required to review the complaint in further steps. The Chair or Program Director or student may request further conferences to continue reaching a resolution, as needed, but additional review may not be used to delay further steps.
 - e. Failure to Attend. Failure of the student to meet with the Chair or Program Director within 10 days of a request for a meeting will not prevent the process of collecting information or the decision to move forward with further steps under this procedure.
9. Assignment of Academic Integrity Review Panel. If student requests an Academic Integrity Review, the Vice President of Academic Affairs will assign a Review Panel, which will have the authority to resolve the complaint.
- a. Member of Review Panel. The Review Panel will consist of three members who are impartial and have not otherwise participated in the complaint. The makeup of the review panel will, to the extent such individuals are available, (1) the Dean of the department (who will serve as Chair of the panel); (2) an instructor; and (3) either a student or non-instructor staff member (if none are available, an instructor from a different department may be substituted). To be eligible to sit on a Review Panel, the individuals must have completed College-prescribed training.
 - b. Notice of Academic Integrity Review. The Chair will notify the student that an Academic Integrity Review will be held. At least 5 days before the first meeting of the Academic Integrity Review, the Chair must provide the student with a listing of any known witnesses that have provided, or will provide, information against the student and any known information relating to the allegation, including inculpatory and exculpatory information.
 - c. Scope of Review. The Review Panel is tasked with reviewing the record to date and conducting any questioning of witnesses or presentation of relevant information by the student. If it is apparent that relevant evidence is missing from the record, the Chair may seek out that information to include in the record. The Chair will conduct the Academic Integrity Review.

- i. Attendance. The student shall be allowed to attend the entire portion of the Academic Integrity Review at which information is received. Admission of any other person to the proceeding shall be at the discretion of the Chair. If a student, with notice, does not attend the Academic Integrity Review, the information in support of the charges may be presented and considered even if the student is not present.
 - ii. Proceeding. The Chair will set the schedule and agenda for the Academic Integrity Review. Generally, the proceeding will include the Chair stating the allegations that have led to the proceeding, an opportunity for the student to present explanations and reasons for a preferred resolution, and the opportunity to question witnesses. All procedural questions are subject to the final decision of the Review Panel.
 - 1. Presenting Information and Witnesses. The Chair may arrange for witnesses to present relevant information during the proceeding. The Respondent must submit witnesses they intend to request to present relevant information to the Chair at least 3 days prior to the proceeding. Witnesses may be asked to provide information to and answer questions from the Review Panel and student.
 - 2. Relevant Information. Relevant records, exhibits, and written statements may be accepted as inculpatory or exculpatory information (i.e., information or evidence that tends to prove and disprove the allegation) for consideration by the Administrator. Each party must make every effort to deliver any relevant information to the Chair at least 3 days prior to the proceeding. Unless a party was prevented from accessing relevant information due to factors beyond that party's control, the Review Panel will not consider any information, including relevant information, submitted after the Academic Integrity Review.
 - iii. Record. The Chair must ensure that a member of College staff is present to take minutes.
 - iv. Determination. After the Academic Integrity Review, the Review Panel will confer. The Review Panel shall determine whether, by a preponderance of the evidence, the Respondent has violated each section of the Academic Integrity requirement that the Respondent is charged with violating. The Chair shall assign the task of drafting the determination to themselves or another Review Panel member; each Review Panel member will be afforded the opportunity to make comments and edits. The determination must include a summary of the complaint; the Review Panel's reasoning; the consequence (if any); and directions regarding how to appeal the decision. The Chair shall deliver the determination to the Respondent in writing on or before 15 days after the Review Panel conference.
10. Appeal. The student may appeal the determination only as stated in this section. An appeal of the determination is made to the Vice President of Academic Affairs, who must hear the appeal and render a final decision. The Vice President of Academic Affairs may not have directly participated

in any other proceeding related to the charged violation, except appointing the Review Panel. The Vice President of Academic Affairs is the "Appeal Reviewer."

- a. Time Limit. The student must appeal on or before 5 days after receiving the Review Panel's determination, using the contact information provided in the determination. Untimely appeals will not be considered; the student will be notified in writing if their appeal is untimely.
- b. Appeal Process. The student will state the specific reason for their appeal in writing, using the basis for appeal from this procedure. The Appeal Reviewer may request a meeting to hear the student's argument and ask questions; in this case, minutes should be taken by a College staff member.
- c. Record for Appeal. The Appeal Reviewer will conduct the appeal using solely the appeal document, the determination, the Academic Integrity Review record, the record of preceding meetings under this procedure, and (if requested) the student's verbal argument.
- d. Basis for Appeal. The Appeal Reviewer may review the record for appeal for the following:
 - i. To determine whether the Academic Integrity Review was conducted fairly considering the complaint and information presented, and in conformity with prescribed procedures, giving the student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless the deviation significantly prejudiced the results.
 - ii. To determine whether the decision reached regarding the student was based on substantial information (that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Academic Integrity requirement occurred).
 - iii. To determine whether the consequence(s) imposed were tailored to the violation of the Academic Integrity requirement which the student was found to have committed.
 - iv. To consider whether the student was prevented by factors beyond their control from accessing relevant information that is sufficient to alter the decision that was not brought out in the Academic Integrity Review.
- e. Appeal Results. The Appeal Reviewer will deliver the result on or before 15 days after the record is complete (either after receipt of the appeal or after requested argument).
- f. Results of Appeal.
 - i. The Appeal Reviewer's decision will include a summary of the appeal and the basis for the Appeal Reviewer's decision.
 - ii. If an appeal is upheld by the Appeal Reviewer due to new information being submitted (10.d.iv.), the Appeal Reviewer will send the complaint back to the Review Panel to allow review of the determination with the new, relevant information and notify the parties of that decision in writing. If due to extenuating circumstances, a member of the Review Panel is unavailable for this process, the

Appeal Reviewer will assign a new member to accommodate the circumstances. The result of the review will be submitted to the Appeal Reviewer in writing for a final determination.

- iii. If any appeal is upheld for any other bases of appeal listed in 10.e., the Appeal Reviewer will deliver the decision in writing to the student and state final consequences, or other necessary steps based on the decision.
- g. Finality. The Appeal Reviewer's decision is final, except in cases of expulsion or other permanent dismissal from the College. If a student has been expelled or permanently dismissed from the College, the student may make a final appeal to the College President. In this case, the student must appeal to the President within 5 days of receiving the Appeal Reviewer's final decision, and the President will review the Record of Appeal described above to ensure that the student was afforded the rights described in this procedure and that no overriding fact in the Record of Appeal was ignored throughout the Student Code of Conduct Procedure. The President will consider the Record of Appeal and promptly deliver a determination to the student in writing.
- h. Recordkeeping. The College will maintain the record of the Academic Integrity complaint, proceedings, and resolution for at least as long as is required by state law for the relevant type of record. While in possession of the record, the College shall make, preserve, and have available for copying upon request of the student an accurate and complete record of the complaint record as stated in this procedure.

11. Additional Rights and Responsibilities.

- a. Northwest Florida State College Campus Safety & Security. All Northwest Florida State College-employed police officers have the authority to control access to and to patrol College premises. Campus Safety & Security may have an obligation to investigate alleged Academic Integrity violations as a criminal matter. Campus Safety & Security will refer matters to this procedure as a complaint when this procedure is implicated.
- b. Inapplicable Rules. Rules that are applied in local, state, or federal civil or criminal proceedings are not applicable to the Northwest Florida State College Academic Integrity requirement. For example, and without limitation, such inapplicable rules include those of process, procedure, and evidence that are applied in criminal or civil court.
- c. College Legal Counsel. The College reserves the right to have counsel in attendance or on notice of any meeting under the Academic Integrity procedure.
- d. Withdrawing to Avoid Academic Integrity Proceeding. If a student withdraws to avoid an Academic Integrity proceeding, the College may continue to follow this procedure to reach a resolution of the complaint.

IV. Academic Integrity Consequences

The College may impose the following consequences either singly or in combination. Failure to adhere to the consequences imposed may be cause for further consequences.

Level A Consequences

Level A consequences may be imposed by the instructor or the Chair or Program Director.

1. Warning: The appropriate College officials may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. Reprimand: A written notice may be given to any student whose conduct violates any part of these regulations. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies that they are in effect being given another chance to conduct themselves as a proper member of the College community and that any further violation may result in more serious consequences.
3. Restitution: A student who has committed an offense against property may be required to reimburse the College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to cost of repair or placement.
4. Temporary Classroom Removal: The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the College to be temporarily removed from the classroom and any class sessions.
5. Volunteering or Assignment: Related to the behavior violating the Academic Integrity requirement, the Instructor, Chair, or Program Director may assign volunteer work on College premises to support the College's mission or assign work product to the student. Failure to complete such volunteering or other assignment may be cause for further consequences.
6. Invalidation of Credit and Grade Reductions: The consequence may be reduction of grade or denial of academic credit.
7. Interim Removal from Practical Training Experience: The applicable College staff member may temporarily remove the student from any practical training experience if the alleged conduct in places implicates that workplace.

Level B Consequences

Level B consequences may be recommended by the instructor to the Chair or Program Director, and such imposed consequence will take effect at the time of referral to the Chair or Program Director for review and will remain in place until the resolution of the complaint is final. Level B consequences may likewise be required by the Chair or Program Director after a review by the Chair or Program Director.

1. Suspension: The instructor may, in consultation with the Chair or Program Director or Dean, temporarily suspend the student for the duration of the Academic Integrity proceeding or for a stated period thereafter as a consequence. The reasons for such interim suspension may be outlined in the Program Handbook and must be consistent with this procedure. If a student is suspended, he or she will be separated from the College for a stated period and provided with the conditions of readmission to the College.
2. Disciplinary Probation: Continued enrollment of a student on probation may be conditioned upon or adherence to the Academic Integrity requirement. Any student placed on probation will be notified of the terms and length in writing. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of the Academic Integrity requirements while on probationary status may result in the imposition of a more serious disciplinary action.

Level C Consequences

Level C consequences may only be imposed after an Academic Integrity Review.

1. Invalidation of Credit or of Degree Based on Credit: The consequence may be invalidation of the college degree issued based on the academic credit earned in violation of the Academic Integrity requirement.
2. Program Dismissal: The dismissal of a student from participation in a program for a stated period.
3. College Dismissal: The dismissal of a student from registration at the College for a stated period.
4. Expulsion: Permanent removal and exclusion from the College, College controlled facilities, programs, events, and activities.

Programmatic Requirements

Some programs may be required to adhere to additional state, federal, or organizational and accrediting agency guidelines and regulations regarding disciplinary consequences and proceedings. The students in these programs will be made aware of the additional requirements and must follow those requirements as well. Those requirements may provide that, if the student's conduct does not meet the requirements, the student may not continue in the program or the student's behavior must be reported to regulatory authorities.

Student Code of Conduct

College students are members of the College’s academic, local, state, and national communities and are therefore expected to conduct themselves as law-abiding members of each community. Admission to the College carries with it privileges and imparts responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the College and the community that it serves, the District Board of Trustees of Northwest Florida State College has authorized the President of the College to take such action that may be necessary to maintain campus safety and preserve the integrity of the College and its educational environment.

Under this authority and as directed by Florida Statutes, the College has developed the following Student Code of Conduct, which governs student conduct on campus. When a student fails to abide by the Student Code of Conduct, disciplinary action may be taken, up to and including expulsion.

Some academic programs may impose additional standards that provided by law, professional regulatory bodies, advisory committees, national standards, accreditation standards, or other standards applicable to those programs, and those programs may provide for further program-specific discipline for student conduct. Such programs are authorized to develop their respective standards in addition to those found in this Code of Conduct. Students in these programs will be provided notice of such program standards.

I. Definitions

In addition to the general definitions for the Collected Grievance Procedures, these specific definitions apply to the Student Code of Conduct.

1. “Administrator” means an employee impartial to the alleged violation and who is appointed by the Chief Student Success Officer to address a complaint. Such Administrator will generally be a Director or Executive Director reporting to the Chief Student Success Officer or, as needed by the College, may be an Academic Affairs Chair and Director or other designated College employee classified as Administrative I or above.
2. “Complainant” means the person filing the complaint.
3. “Respondent” means the student(s) or student organization(s) that have been accused of violating the Code of Conduct.

II. Prohibited Conduct

College disciplinary measures may be imposed for conduct that adversely affects the College’s pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the academic community, or that endangers any property or person at the College. Individual, group, or organizational misconduct, which is subject to disciplinary consequences, includes but is not limited to the following offenses:

1. Academic offenses: Refer to the Academic Integrity Procedure.
2. Alcoholic beverages: The unauthorized use or possession of alcoholic beverages on campus or at any College-sponsored event, except College events where the College provides alcoholic beverages.

3. Bullying: Systematically and chronically inflicting physical hurt or psychological distress on another person. Bullying is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by a student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with an individual's educational experience.
 - a. Bullying includes behavior such as teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public or private humiliation; and/or destruction of property.
 - b. Cyberbullying: Bullying, using technology or any electronic communication, includes, but is not limited to, transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in photo-optical systems, email, internet, webpages, instant messages, facsimile, social networking and/or phone. Cyberbullying is created by the transmission of electronic content, which is communicated and posted to more than one person that interferes with the orderly operation of the educational environment.
4. Dangerous conduct: Any conduct that constitutes a danger to any person's health, safety, or personal well-being, including any physical or immediate threat to others.
5. Dating violence, domestic violence, sexual assault, or stalking: A type of abuse or violence where there is a pattern of controlling behaviors that is used to establish power over a partner to control actions and activities. One can experience trauma where abusive relationships can increase in danger, or dangerous situations where students would not feel safe or secure. Actions include disrespectful and hurtful behaviors that one partner may use against another partner, causing a partner physical harm, stalking, threatening, isolating, gesturing and/or demanding unwanted sex practices.
6. Disorderly conduct or language: Any individual or group behavior or language which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.
7. Drugs: The unlawful possession or use of any drug or controlled substance, including any stimulant, depressant, narcotic, hallucinogenic drug or substance, marijuana, or sale or distribution of any such drug or controlled substance on college owned or controlled property or at any college sponsored activity.
8. Explosives, fireworks, and flammable materials: The unauthorized possession, ignition, or detonation of any object or article, that would cause damage by fire or other means to persons or property.
9. Failure to cooperate with College officials: Failure to comply with directions of College officials acting in the performance of their duties.
10. Financial misconduct: Conduct, including but not limited to, knowingly passing forms of payment such as a worthless check, debit, credit card, or money order in payment to the College community.
11. Firearms/Weapons: Possession, other than legally and securely stored in your vehicle, or use of firearms or other dangerous weapons at any College location or activity except by authorized law enforcement officers in the performance of their duties is prohibited behavior and will subject the offender to disciplinary procedures as well as appropriate action by civil authorities.
12. Gambling: Gambling in any form.

13. Harassment: Any act of harassment by an individual or group against a student, college employee, campus group, visitor, or guest. Harassment shall include, but not be limited to, insults, heckling, verbal abuse, threats of physical abuse, unwanted suggestions of a sexual nature, repeated teasing or annoyance of another, or other actions intended to disturb others.
14. Hazing: Any intentional or reckless act, on or off the property of the College, by students acting alone, or with others, involving any action which is directed against any other students that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing is defined as those actions taken and situations created in connection with initiation into or affiliation with any organization.
15. Inappropriate clothing: Nudity is prohibited. Clothing that decreases physical safety in the classroom or learning environment or that violates your Program Handbook or syllabus for a particular course is prohibited; such a violation may also violate the Academic Integrity requirement.
16. Misuse of documents or identification cards: Any forgery, alteration of, or unauthorized use of College documents, forms, records, or identification cards including information collected in connection with a student's admission, enrollment, financial transactions, or status in the College.
17. Obstruction of or interference with College activities or facilities: Any intentional interference with or obstruction of any College activity, program, event, or facilities including the following:
 - a. Unauthorized occupancy of the College, College controlled facilities, or blockage of access to or from such facilities.
 - b. Interference with the right of way of any College staff or other authorized person to gain access to the College or College controlled activity, program, event, or facilities.
 - c. Obstruction or delay of a campus security officer, fire/rescue service, or any College official in the performance of his/her duty.
 - d. Acts of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the College including but not limited to fire alarms, fire equipment, elevators, telephones, College keys, library materials, and/or safety devices; and any such act against a member or guest of the College.
 - e. Trespass (to enter or remain in a place that the student is not authorized to be), which includes failure to leave after instructed to do so by Northwest Florida State College Campus Safety & Security Officer(s) or other authorized Northwest Florida State College employee.
18. Theft: Unauthorized possession or sale of College property
19. Unacceptable conduct at a College hearing or meeting: Any conduct at any College hearing or meeting involving contemptuous, disrespectful, or disorderly behavior or presenting false testimony or other evidence.
20. Violations of rules and regulations: Any violation of the rules and regulations of the College as published in an official College publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.
21. Violations of state or federal laws: Any violation of or failure to obey state or federal laws, regulations, or ordinances proscribing or prescribing conduct or establishing offenses.

22. Attempt or aiding and abetting the commission of offenses: Any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses. An “attempt” to commit any of the prohibited actions is the intention to commit an offense coupled with the taking of some action toward its commission.

III. Student Code of Conduct Procedure

At all times during a Student Code of Conduct procedure, all involved individuals will conduct themselves with professionalism and courtesy. When a student or student organization (the “Respondent”) has allegedly violated the Student Code of Conduct, the following procedures apply.

1. Support Measures and Resolution with Complaint. The College encourages instructors, staff, and students to make every reasonable effort to resolve disputes and behavior issues outside of the Student Code of Conduct complaint process in all appropriate cases. The College strives to make many avenues of support available. Student Support Resources can be found at the beginning of the Collected Grievance Procedures.
2. Who May File a Complaint? Any instructor, staff, student, or guest at a College location may file a complaint against a student or student organization for violation of the Student Code of Conduct and should do so as soon as possible after the conduct in question occurs. Submit a complaint [here](#).
 - a. Responsible Employees. If a College employee with supervisory or managerial authority is notified of an alleged Student Code of Conduct violation that creates a safety concern, the employee has an obligation to personally file the complaint. The College may proceed with such complaint regardless of whether the person who notified the responsible employee chooses to participate.
 - b. Inquiries Regarding Complaint Status. When the College has received a complaint, inquiries about the status of the complaint will be addressed as appropriate in the investigative process. An affiliate or partner of the College (such as a high school or clinical site) seeking information regarding a complaint should contact the office responsible for administering the agreement with that affiliate or partner, and information will be provided as appropriate under this procedure. If the Respondent or Complainant is a dual-enrolled student, the College reserves the right to notify the student’s high school.
 - c. Complaint Referred by College Department. Northwest Florida State College Campus Safety & Security will refer alleged violations of the Student Code of Conduct for procedures by filing a complaint. The College prefers to resolve student conduct matters through this procedure, but Campus Safety & Security may also have an independent obligation to investigate alleged criminal conduct. Likewise, Human Resources and the Title IX Officer may refer appropriate complaints to the Student Code of Conduct process, and complaints under this procedure may be referred to Human Resources or the Title IX Officer as well.
 - d. Action by Other Authorities. The College may enforce the Academic Integrity requirement regardless of whether any other authority has instituted any proceedings or taken any action in relation to the alleged violation. In other words, the College may impose consequences for violating its Academic Integrity requirement regardless of whether any other authority acts under any other applicable local, state, or federal law. (For example, even if an action or omissions is not actionable by Campus Safety & Security, the College may act under this policy.) Conversely, when in the best interest of the College, the College may postpone action

or take interim or temporary action if another authority is addressing alleged conduct that is in violation of the Academic Integrity requirement. The College may also refer allegations to appropriate or additional authorities as required by law. (For example, even if an action or omission is actionable under this policy, the College may choose or be required to refer the matter to Campus Safety & Security, Collegiate High School, or the Title IX Officer.)

3. Delivery of Notices. When information must be delivered to a party, it will be delivered as follows:
 - a. If the Respondent is 18 years of age or older, notice will be delivered to the Respondent's institutional e-mail address. If the Respondent is under 18 years of age, notice will be delivered to the Respondent's institutional e-mail address **and** to the Respondent's parent. If the Respondent is a student organization, notice will be delivered to the student organization's e-mail address.
 - b. If the Complainant is a student, any necessary notice will be delivered to the Complainant's institutional e-mail address. If the Complainant is a student organization, any necessary notice will be delivered to the student organization's e-mail address. If the Complainant is an employee, any necessary notice will be delivered to the Complainant's institutional email address. If the Complainant is a visitor, and the College is actively seeking their participation in the complaint, any necessary notice will be delivered to the Complainant's e-mail address as designated in the complaint.
4. Time Limit for Beginning Complaint Procedures. Conduct procedures may begin up to one calendar year after the date of the alleged violation; generally, the College will strive to begin conduct procedures, if any, within 60 days of receiving a complaint. Either limit may be extended or waived when required by federal or state law or other written College policy or procedure or to protect the health, safety, or wellbeing of the student, student organization, or other College student, personnel, or operations.
5. Referral to an Administrator. After receiving a complaint, the Chief Student Success Officer will appoint an Administrator, who will have the authority to resolve the complaint within the terms of this procedure. The Administrator shall consider all evidence, determine the facts, render a decision, and impose consequences as necessary.
6. Rights of Students and Student Organizations. In addition to any other protections set out elsewhere in this section, the Respondent will be provided the following protections:
 - a. The College will presume that no violation occurred;
 - b. The College has the burden to prove, by a preponderance of the evidence, that a violation has taken place. Preponderance of the evidence means that the relevant information presented supports the finding that it is more likely than not that the Respondent violated of the Student Code of Conduct;
 - c. The right to an impartial hearing officer, which is the Administrator or the Review Panel, to address the alleged violation of the Student Code of Conduct;
 - d. The right against self-incrimination and the right to remain silent. If the Respondent chooses to remain silent, the College cannot use that silence against the Respondent;
 - e. The right to present relevant information and question witnesses; and

- f. The right to have an advisor, advocate, or legal representative, at the Respondent's own expense, present at any proceeding, whether formal or informal (an "Advisor").
 - i. The Complainant may also be assisted by an Advisor of their choice, at their own expense.
 - ii. The Advisor may directly participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses.
 - iii. The Advisor may not serve in any other role, including as an Administrator (or other investigator, decider of fact, hearing officer, or member of any committee or panel reviewing the charge or any appeal).
 - iv. The Complainant or Respondent remains responsible for all communication sent from the College and the Administrator. If the Complainant or the Respondent intend to have an attorney serve as the Advisor, they must notify the Administrator no later than 72 hours prior to the first meeting at which the attorney-Advisor will be present.
7. Accommodations. If a student requires a medical accommodation based on a disability, the College will cooperate with the Accommodations Resource Center to find resources to permit the student to participate in the Disciplinary Proceeding fully. Separate from an accommodation for disability, the College may make reasonable adjustments or introduce support measures to address concerns for the personal safety or well-being of the Complainant, Respondent, or witness during the proceeding by providing separate facilities; by using, when available and feasible, a visual screen; or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Administrator to be appropriate.
8. Notice of the Complaint. After assignment, the Administrator will provide the Respondent with timely written notice of the alleged violation. The written notice will be delivered to the Respondent at least 7 days prior to the first meeting of the Disciplinary Proceeding. The written notice will include the allegations to be investigated, a citation to the specific provision or provisions of the Student Code of Conduct at issue, the process to be used in determining whether a violation has occurred and associated rights, and the date, time, and location of the Disciplinary Proceeding.
 - a. Respondent Request for Informal Resolution Conference. A Respondent may request an earlier Informal Resolution Conference in accordance with subsection (11).
 - b. Multiple Respondents. When a complaint involves more than one Respondent or when multiple complaints involve the same Respondent, the Administrator, in their discretion, may conduct the proceeding concerning each Respondent or complaint either separately or jointly.
9. Investigation. The Administrator will gather facts, evidence, and statements from individuals involved in the complaint and make an initial determination of (1) whether there is insufficient evidence to support the complaint or (2) to continue to informal or formal resolution.
10. Insufficient Evidence. If the Administrator finds that there is insufficient evidence to continue the conduct proceeding, the complaint will be closed without further action and the Respondent will be informed in writing by the Administrator. Insufficient evidence means that a person equipped with the evidence and Student Code of Conduct could not reasonably review the evidence and determine

that it is more likely than not that a violation occurred. The Administrator may refer Complainant, Respondent, and any other individuals involved to support resources.

- a. False Complaints. If the Administrator determines that false information was provided in a complaint, the Complainant may be subject to disciplinary proceedings under the appropriate policies (for instance, Student Code of Conduct for students or Human Resources processes for employees).
11. Resolution Conference. In many cases, if the Administrator finds that sufficient evidence exists to continue with the conduct proceeding, the Administrator may invite the Respondent to participate in informal resolution. The Administrator will meet with the Respondent to discuss the complaint and design a resolution of the issues. The Respondent will be offered the opportunity to explain the conduct in question and provide the Administrator with a detailed written explanation if the Respondent chooses to do so. The Administrator will write the resolution plan and distribute it to the Respondent for signature to close the matter if a resolution can be reached and may impose Level One consequences.
- a. Additional Conference Guidelines. The Administrator will remind the Respondent of their rights under the Student Code of Conduct. The conference will not be recorded, but the Administrator will ensure that minutes of the conference are taken that state attendees, topics covered, and any resolution reached. The Administrator may request any College staff or agent to sit in on the conference, other than those who may be required to review the complaint in further steps. The Administrator or Respondent may request further informal conferences to continue the resolution plan, as needed, but additional informal conferences may not be used to delay a Disciplinary Proceeding.
 - b. Failure to Attend. Failure of the Respondent to meet with the Administrator within 10 days of a request for an Informal Resolution Conference will not prevent the process of collecting information or the decision to move forward with a Disciplinary Proceeding.
 - c. Appeal. If a resolution is reached with no consequences or Level A consequences only, the complaint is closed, and the matter cannot move forward to a Disciplinary Proceeding or appeal.
12. Disciplinary Proceeding. If the alleged violation cannot be or is not proper to be resolved through a Resolution Conference (such as if the Respondent declines to participate in a resolution plan or if a Level Two or Three consequence is recommended), the Administrator will notify the Respondent and the Chief Student Success Officer that a Disciplinary Proceeding will be held.
- a. Appointment of the Disciplinary Review Panel. Upon notice, the Chief Student Success Officer will assign two employees in addition to the Administrator to the Disciplinary Review Panel, which will have the authority to resolve the complaint within the terms of this procedure. The Administrator will act as Chair of the Review Panel. The Review Panel shall consider all evidence, determine the facts, render a decision, and impose consequences as necessary. The Review Panel members will be impartial. The College will make assignments in the best interest of College operations and to ensure impartiality for the Review Panel. To be eligible to sit on a Review Panel, the individuals must have completed College-prescribed training.
 - b. Any Further Investigation. Prior to providing notice to the Respondent, the Administrator will conduct any further investigation necessary and deliver the record of the proceeding to date to the Review Panel.

- c. Notice of Disciplinary Proceeding. At least 5 days before the first meeting of the Disciplinary Proceeding, the Administrator must provide the Respondent with a listing of all known witnesses that have provided, or will provide, information against the Respondent **and** all known information relating to the allegation, including inculpatory and exculpatory information.
- d. Attendance. The Disciplinary Proceeding normally shall be conducted in private. The Complainant, Respondent, and either party's Advisor (if any) shall be allowed to attend the entire portion of the Disciplinary Proceeding at which information is received. Admission of any other person to the proceeding shall be at the discretion of the Review Panel.
- e. Proceeding. The Administrator will set the schedule and agenda for the Disciplinary Proceeding. Generally, the proceeding will include the Administrator stating the Complainant's allegations that have led to the proceeding, an opportunity for the Complainant and Respondent to present explanations and reasons for a preferred resolution, and the opportunity to question witnesses. All procedural questions are subject to the final decision of the Review Panel.
 - i. Presenting Information and Witnesses. The Administrator may arrange for witnesses to present relevant information during the proceeding; the Complainant and the Respondent must submit a list of witnesses that they intend to request to present relevant information to the Review Panel at least 3 days prior to the proceeding. Witnesses may be asked to provide information to and answer questions from the Review Panel, Respondent, Complainant, and the parties' respective Advisors (if any).
 - ii. Relevant Information. Relevant records, exhibits, and written statements may be accepted as inculpatory or exculpatory information (i.e., information or evidence that tends to prove and disprove the allegation) for consideration by the Review Panel. Each party must make every effort to deliver any relevant information to the Administrator at least 3 days prior to the proceeding. Unless a party was prevented from accessing relevant information due to factors beyond that party's control, the Review Panel will not consider any information, including relevant information, submitted after the Disciplinary Proceeding.
- f. Record. The Administrator will ensure that a member of College staff is present to take minutes.
- g. Failure to Attend. If a Respondent, with notice, does not attend the Disciplinary Proceeding, the information in support of the charges may be presented and considered even if the Respondent is not present.
- h. Determination. After the Disciplinary Proceeding, the Review Panel will confer. The conference will be private. The Review Panel shall determine whether, by a preponderance of the evidence, the Respondent has violated each section of the Student Code of Conduct the Respondent is charged with violating. The Chair shall assign the task of drafting the determination to themselves or another Review Panel member; each Review Panel member will be afforded the opportunity to make comments and edits. The determination must include a summary of the complaint; the Review Panel's reasoning; a statement of the consequences (if any); and directions regarding how to appeal the decision, including contact information for the Appeal Reviewer. The Respondent shall be notified of the determination in writing within 15 days after the conclusion of the Disciplinary Proceeding.

13. Appeal. The Respondent may appeal if the Review Panel determines that a violation of the Student Code of Conduct occurred. An appeal of the determination is made to the Chief Student Success Officer, who must hear the appeal and render a final decision. The Chief Student Success Officer may not have directly participated in any other proceeding related to the charged violation, except to assign the Administrator and Review Panel. The Chief Student Success Officer is the “Appeal Reviewer.”

a. Bases for Appeal. The Appeal Reviewer will review:

- i. To determine whether the Disciplinary Proceeding was conducted fairly considering the complaint and information presented, and in conformity with prescribed procedures, giving the Complainant a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the Respondent a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless the deviation significantly prejudiced the results.
- ii. To determine whether the decision reached regarding the Respondent was based on substantial information (that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code of Conduct occurred).
- iii. To determine whether the consequence(s) imposed were tailored to the violation of the Student Code of Conduct which the Respondent was found to have committed.
- iv. To consider whether the Respondent was prevented by factors beyond their control from accessing relevant information that is sufficient to alter the decision that was not brought out in the Disciplinary Proceeding.

b. Time Limit. An appeal must be made on or before 5 days after receiving the Review Panel’s determination, using the contact information provided in the determination. Untimely appeals will not be considered; the appealing party will be notified in writing if their appeal is untimely.

c. Appeal Process. The appealing party will state the specific reason for their appeal in writing, using the bases for appeal from this procedure. The Appeal Reviewer will permit the other party to submit a written response to the appeal on or before five days of receipt. The Appeal Reviewer may request to hear each party’s argument; in this case, minutes will be taken.

d. Record for Appeal. The Appeal Reviewer will consider the appeal using solely the appeal document, any response, the determination, the Disciplinary Proceeding record, and (if requested) each party’s verbal argument.

e. Appeal Results. The Appeal Reviewer will deliver the results of the appeal on or before 15 days after the record is complete (which will begin after the response, or, if the Appeal Reviewer requests it, after argument). The Appeal Reviewer’s decision will include a summary of the appeal and the basis for the Appeal Reviewer’s decision.

- i. If an appeal is upheld by the Appeal Reviewer due to new information being submitted (13.a.iv.), the Appeal Reviewer will send the complaint back to the Review

Panel to allow review of the determination with the new, relevant information and notify the parties of that decision in writing. If due to extenuating circumstances, a member of the Review Panel is unavailable for this process, the Appeal Reviewer may assign a new member to accommodate the circumstances. The result of the review will be submitted to the Appeal Reviewer in writing for a final review.

- ii. If any appeal is upheld for any other bases of appeal listed in 13.a., the Appeal Reviewer will deliver the decision in writing to the Respondent and Complainant and state final consequences or other necessary steps based on the decision.

1. The Appeal Reviewer may reduce, but not increase, the consequences assigned by the Review Panel, unless the safety of the Respondent or College community is actively at risk. If the Appeal Reviewer increases the consequences for any reason, that decision must be supported by substantial information.

- f. Finality. The Appeal Reviewer's decision is final, except in cases of expulsion or other permanent dismissal from the College. If a student has been expelled or permanently dismissed from the College, the student may make a final appeal to the College President. In the case of expulsion or permanent dismissal, the student must appeal to the President within 5 days of receiving the Appeal Reviewer's final decision, and the President will review the Record of Appeal described above to ensure that the student was afforded the rights described in this procedure and that no overriding fact in the Record of Appeal was ignored throughout the Student Code of Conduct Procedure. The President will consider the Record of Appeal and promptly deliver a determination to the student in writing.

14. Recordkeeping. The College will maintain the record of the Student Code of Conduct complaint, proceedings, and resolution for at least as long as is required by state law for the relevant type of record. While in possession of the record, the College shall make, preserve, and have available for copying upon request of the student an accurate and complete record of the complaint record as stated in this procedure.

15. Additional Rights and Responsibilities.

- a. Northwest Florida State College Campus Safety & Security. All Northwest Florida State College-employed police officers have the authority to control access to and to patrol College premises. Campus Safety & Security may have an obligation to investigate alleged Code of Conduct violations as a criminal matter. The Administrator may request that Campus Safety & Security participate in any investigation or proceeding, as needed.
- b. Inapplicable Rules. Rules that are applied in local, state, or federal civil or criminal proceedings are not applicable to the Northwest Florida State College Student Code of Conduct. For example, and without limitation, such inapplicable rules include those of process, procedure, and evidence that are applied in criminal or civil court.
- c. College Legal Counsel. The College reserves the right to have counsel in attendance or on notice of any meeting under the Student Code of Conduct.
- d. Outside of Scope. Routine classroom management matters will generally be addressed by informal instructor intervention unless the conduct is repeated or severe enough that a complaint is filed under the Student Code of Conduct. Student failure to meet substantive

course requirements is not a Student Code of Conduct matter. Student failure to meet the published requirements of a clinical placement, other applicable third-party standard, or other standard related to substantively completing their educational program is not a Student Code of Conduct matter; however, the College may choose to refer student behavior within a program, including off-site learning experiences to the Student Code of Conduct. A student grievance against the College is not a Student Code of Conduct matter.

- e. Withdrawing to Avoid Student Code of Conduct Proceeding. If a student withdraws to avoid a Student Code of Conduct proceeding, the College may continue to follow this procedure to reach a resolution of the complaint.

IV. Student Code of Conduct Consequences

The College may impose the following consequences either singly or in combination. Failure to adhere to the consequences imposed may be cause for further consequences.

Level One Consequences

Level One consequences may be agreed upon by the Administrator and Respondent in a Resolution Plan through a Resolution Conference or imposed by the Review Panel following a Disciplinary Proceeding.

1. Warning: The appropriate College officials may notify the Respondent that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. Reprimand: A written reprimand or censure may be given any Respondent or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the Respondent in any way but does have important consequences. It signifies that they are in effect being given another chance to conduct themselves as a proper member of the College community and that any further violation may result in penalties that are more serious.
3. Restitution: A Respondent who has committed an offense against property may be required to reimburse the College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to cost of repair or placement.
4. Restrictions: Restrictions upon a Respondent privileges may be imposed for a period. These restrictions may include, for example, denial of the right to represent the College in any way, denial of use of facilities, parking privileges, participation in extracurricular activities, or restriction of organizational privileges.
5. Temporary Classroom Removal: Whether before, during, or after a Student Code of Conduct complaint, the instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order any Respondent engaged in disruptive conduct or conduct that violates the general rules and regulations of the College to be temporarily removed from the classroom and any class sessions.
6. Volunteering or Assignment: Related to the behavior violating the Code of Conduct, the Administrator may assign volunteer work on College premises to support the College's mission or assign work product to the Respondent.

Level Two Consequences

Level Two consequences may be recommended by the Administrator, and such imposed consequence will remain in place until the Disciplinary Proceeding has occurred and the resolution of the matter is final.

1. Suspension: Immediate, interim consequences, up to and including suspension, may be necessary in some cases to guarantee the safety and harmony of the College environment. To provide and protect a safe learning environment, the College reserves the right to invoke immediate consequences based upon the nature and seriousness of the offense. The interim consequences will be tailored to the alleged offense. The interim consequences will be followed by the Student Code of Conduct procedures. If a Respondent is suspended, he or she will be separated from the College for a stated period and provided with the conditions of readmission to the College.
2. Disciplinary Probation: Continued enrollment of a Respondent on probation may be conditioned upon or adherence to specified conditions. Any Respondent placed on probation will be notified of the terms and length in writing. Probation may include restrictions upon the extracurricular activities of a Respondent. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary action.

Level Three Consequences

Level Three consequences may be imposed by the Review Panel following a Disciplinary Proceeding.

1. Program Dismissal: The dismissal of a Respondent from participation in a program for a stated period.
2. College Dismissal: The dismissal of the Respondent from registration at the College for a stated period.
3. Expulsion: Permanent removal and exclusion from the College, College controlled facilities, programs, events, and activities.

Programmatic Requirements

Some programs may be required to adhere to additional state, federal, or organizational and accrediting agency guidelines and regulations regarding disciplinary consequences and proceedings. The students in these programs will be made aware of the additional requirements and must follow those requirements as well. Those requirements may provide that, if the student's conduct does not meet the requirements, the student may not continue in the program or the student's behavior must be reported to regulatory authorities.

Title IX Grievances

The Title IX Grievance Process differs from the Student Complaint and Grievance Procedures. The procedure under the Title IX regulations (34 C.F.R. part 106) implements Northwest Florida State College policy and state and federal law that prohibit discrimination and harassment based on sex and gender in employment and educational programs or activities.

Any person may make a report of sexual harassment (whether or not that person is the Complainant or alleged victim of the conduct that could constitute sexual harassment). Reports may be made in person or via mail, phone call, or email by contacting the Title IX Coordinator:

Jessica Holley-Guiles
HR Specialist, Title IX Coordinator
100 College Blvd. East, Building 310, Niceville, FL 32578
Phone: (850) 729-5365
Email: holleyj4@nwfsc.edu

If an individual discloses sexual harassment or discrimination to a Responsible Employee of the College, that employee is obligated to report the alleged harassment to the Title IX Coordinator.

The Title IX Coordinator will contact each Complainant to discuss the availability of supportive measures and the Complainant's wishes regarding the supportive measures. The Title IX Coordinator will also discuss with the Complainant the process of filing a formal complaint and whether the Complainant will file a formal complaint.

If a formal complaint is filed either by the Complainant or the Title IX Coordinator, the College will treat Complainants and Respondents equitably and will include an objective evaluation of all relevant evidence. Each party may have an advisor. An investigation will be conducted by a trained investigator who will collect relevant evidence and interview both parties and witnesses. The investigator will provide the evidence to both parties for review, allowing at least ten (10) days for the parties to review and provide a written response. The investigator will consider these written responses before submitting the investigative report.

The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, must allow each party's advisor to cross examine the other party and all witnesses at a live hearing. Both parties will be given at least ten (10) days between receiving the investigative report and the live hearing. Either party may request that the hearing take place with the parties in separate rooms and technology enabling the parties and decision-maker to see and hear the proceedings. The decision-maker will issue a written determination, which either party may appeal in writing within seven (7) days of the written determination.

During the formal complaint procedure, the parties may agree to an informal resolution, which is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent. Both parties must voluntarily consent to the informal resolution process in writing. The College cannot offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

To read the College's full Title IX procedure, click [here](#).



Memo

To: Board of Trustees
From: Dr. Devin Stephenson, President
Date: April 19, 2022
Re: South Walton Campus Facilities Expansion Update

At the November 2021 Board of Trustees meeting, the Board provisionally approved a site for expanding the facilities on the South Walton campus in partnership with Seacoast Collegiate High School. Part of the site will be adjacent to the College's existing facility and the other part of the site may be on the southern portion of the property, contingent upon a site study showing viability of building in that area.

After that provisional approval, the College provided historical as-built plans and other relevant documents to Seacoast Collegiate High School through the Seaside School Foundation to facilitate the site study. Seacoast selected a civil engineer, Neill O'Connell of O'Connell & Associates. The initial wetlands review indicated that there were both wetlands and uplands on the southern portion of the property, but that further study would be necessary to determine whether building will be possible. That further study is not complete.

To keep the project on track, Seacoast has focused on the portion of the site that is adjacent to the College's existing facility. Seacoast issued a request for proposals to secure an architect, which is underway at the time of writing this memorandum. The College has shared its design needs with Seacoast, ranging from capacity and layout of College classrooms, labs, and lab space as well as which floor the College would prefer to operate on and its vision for the design of the shared accelerator space. The College anticipates participating in the design process ahead of Seacoast's deadline to submit plans in fall 2022.

Along with Seacoast moving forward to secure an architect, meetings between the College and Seacoast regarding programming at the site have continued productively. The College will draft the amended Memorandum of Understanding to address programming and designation of space. The parties remain on track to present a substantive amendment to the Memorandum of Understanding by fall 2022 in accordance with the project timeline.



Memo

To: Board of Trustees

From: Dr. Devin Stephenson, President

Date: April 19, 2022

Re: Board Policy BS 12.00: Signature Authority

The College recommends adopting a more transparent, effective approach to resolving certain legal claims, such as lawsuits, pending litigation, or administrative claims, against the College by revising Board Policy BS 12.00. First, the College will increase transparency through updates to the Board regarding any claim against the College, just as we do for personnel, grant, and solicitation activity. Currently, the Board is notified of our few claims when a critical event happens, such as a termination or an insurer-negotiated settlement occurs. The revised policy proposes that the President update the Board regarding claims when received and through its lifecycle, permitting the Board time to ask questions and, when appropriate, request a shade meeting (closed but transcribed) under Sunshine Law. Shade meetings are only available for settlement or strategy session related to pending litigation.

Second, the College recommends a streamlined approach to approval of insurer-negotiated resolutions. Florida Statutes authorize the President to negotiate and enter many types of agreements on behalf of the College. That authority is flowed through to BS 12.00, which authorizes the President to negotiate and sign agreements within the limits of applicable law. It is not specific about the authority to sign agreements that would resolve claims made against the College, which means we bring such agreements to the Board. Our approach is out of step with policy throughout the college system and the Florida College System Risk Management Consortium, which manages the risk pool for Florida College System institutions.

For context, the Consortium purchases the policies in bulk and, instead of individual policy premiums, each College makes one contribution based on their portion of full-time enrolled students compared to the total number of full-time enrolled students at Consortium colleges. Deductibles vary; a common policy is Educator's Legal Liability with \$0 deductible. When a claim is made, the College refers the claim to the Consortium for processing. The proper carrier decides claim coverage. Assuming the carrier accepts the claim, the carrier appoints defense counsel and manages costs, assesses risk, and recommends resolutions. The Consortium representative stays actively involved, aiding the College at each stage of claim resolution. Often, after an extended period of inactivity, the carrier will determine it is appropriate to resolve the claim through a mediated settlement with payment 30 days following a claimant-executed settlement agreement.

The College currently submits any such agreement to the Board as soon as possible. There are opportunities for efficiency in this process. First, the Board meeting schedule and court or administrative review schedule for the claim will rarely align, which triggers either delays for agreement review or the need for a special meeting or rushed review. Second, for most claims, there will be \$0 cost and no admission of guilt by the Board. Frankly, claims that insurance recommends resolving for nuisance value are often valued at less than the amount of a contract that the President could otherwise execute without approval. Third, if the College declines to take part in a recommended resolution, the College must shoulder the costs related to the claim after declining to resolve it. The College's recommendation is to allow the President to execute those legal agreements and settlements that would resolve a claim within the amounts that he could execute other contractual agreements with the caveats that this Board's actions may not be changed, nor any action required of it without prior approval. Claims outside Board-specified boundaries would still be submitted to the Board for review and approval. Within the articulated boundaries and with the hope that claims against this institution will remain rare, the College recommends this policy revision.



NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

TITLE: Signature Authority	NUMBER: BS 12.00
AUTHORITY: Florida Statute: FS 668.006 ; FS 1001.64 ; FS 1010.11 State Board Rule: SBR 6A-14.0261; SBR 6A-14.075	SEE ALSO: •
DATE ADOPTED: 05/89 REVISED: 06/09; 09/13; 02/15; 03/19	BOARD SECRETARY: 

PURPOSE OF POLICY

To designate signature authority for disbursed funds, ~~and~~ contracts, [and settlements or release of claims against the College](#)

LOCAL LANGUAGE

Monies drawn from any depository shall be upon pre-numbered checks or such proper instruments as may pertain, when signed by the College President and the Chairman of the Board. When funds are drawn by approved electronic funds transfers (ACH, EFT) or bank wire transfers, the College President shall designate individuals authorized to initiate ACH, EFT and wire transfers in accordance with Florida Statutes [§§FS 668.006](#) and [FS 1010.11](#) after being approved through established internal controls and evidenced by an invoice or other approved documentation, such as pre-numbered checks.

The Board of Trustees shall constitute the contracting agent of the College. The Board shall approve all inter-governmental agreements, as well as all contracts in excess of that authorized to be approved by the President by appropriate statute and rule. The Board authorizes the use of facsimile signatures on checks, personnel contracts, and when permissible, other College documents.

The Board authorizes signatory authority on College banking accounts to the Board Chair and the President. Such signatory authority will remain in effect until changed, for example: following the election of a new Board chair or appointment of the President. There shall be four signatures on file with the Depository of Funds to allow for uninterrupted College business, should the Board Chair or College President no longer function in their position, until the Board of Trustees meet to elect a new Chairman or appoint a new President or Interim President. The Board Vice-Chair and a College Vice President are to have signatures on file.

The President may negotiate and sign contractual agreements with outside agents in accordance with applicable statutes and rules.

The President may delegate the authority to negotiate contracts and to provide signatory authority as established by procurement guidelines stipulated in college administrative procedures.

The President will notify the Board of filed legal claims against the College and of significant events related to those claims in a timely manner. The Board authorizes the President to negotiate and sign any legal agreement to resolve such a claim against the College in accordance with applicable statutes and rules after consultation with the Board Attorney; provided, however, that the agreement does not commit funds of the College in excess of the President's authority to enter contractual agreements without Board approval; commit insurance funds in excess of \$150,000; alter action of the Board; or direct the Board or any College employee to take or cease action.

The President may delegate to appropriate administrators the responsibility to maintain in safekeeping the facsimile signatures of those authorized by the Board to sign checks, personnel contracts, and when permissible, other College documents.



Memo

To: Board of Trustees

From: Dr. Devin Stephenson, President

Date: April 19, 2022

Re: Board Policy SS 7.00: Institutional Compliance for Military Tuition Assistance

During an audit of our Military Tuition Assistance (TA) policies, the Department of Defense Office found that our Board of Trustees Policy related to TA was not specific enough to be in compliance with their requirements. Attached you will find the updated Board policy (SS 7.00) which has added specificity related to refunds of TA dollars and other minor changes.



NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

TITLE: Institutional Compliance for Military Tuition Assistance	NUMBER: SS 7.00
AUTHORITY: DoD Instruction: 1322.25	SEE ALSO: • BS 18.00
DATE ADOPTED: REVISED:	BOARD SECRETARY:

PURPOSE OF POLICY

To ensure institutional compliance with the Department of Defense rules for Military Tuition Assistance in alignment with the Department of Defense’s vision to shape quality educational experiences that result in meaningful value for Service Members, the Military Services, and society.

LOCAL LANGUAGE

The College President, or appropriate designee, will ensure the institution complies with the Department of Defense requirements as follows:

- The College will not use unfair, deceptive, and abusive recruiting practices.
- The College will refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.
- The College will refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.
- The College will ensure DoD personnel are entitled to consideration for all forms of financial aid that educational institutions make available to students at their home campus. Educational institution financial aid officers will provide information and application processes for Title IV student aid programs, scholarships, fellowships, grants, loans, etc., to DoD Tuition Assistance (TA) recipients and that Service members identified as eligible DoD TA recipients will have their TA benefits applied to their educational institution’s account prior to the application of their Pell Grant funds to their account.
- The College will ensure that, if an eligible Service member decides to use Tuition Assistance (TA), the College will enroll him or her only after the TA is approved by the individual’s Service, the Education Service Officer, or a military counselor prior to enrollment.
- The College will ensure that before offering, recommending, arranging, signing-up, disbursing, or enrolling Service members for private student loans, Service members are provided access to an institutional financial aid advisor who will make available appropriate loan counseling, including

providing a clear and complete explanation of available financial aid, including Title IV of the Higher Education Act of 1965, as amended and explaining that students have the ability to refuse all or borrow less than the maximum student loan amount allowed.

- The College will ensure that its website includes a net price calculator. The College may use the template provided by the Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version.
- The College will provide meaningful information to students on the financial cost of attendance so military students can make informed decisions on where to attend school and disclose basic information about the educational institution's programs and costs, including tuition and other charges to the Service member. This information will be made readily accessible without requiring the Service member to disclose any personal or contact information.
- The College will ensure that, before offering, recommending, arranging, signing-up, disbursing, or enrolling Service members for private student loans, Service members will be provided access to an institutional financial aid advisor who will make available appropriate loan counseling, including disclosure of the educational institution's student loan Cohort Default Rate (CDR), the percentage of its students who borrow, and how its CDR compares to the national average. If the educational institution's CDR is greater than the national average CDR, it must disclose that information and provide the student with loan repayment data.
- The College will ensure:
 - When a student drops a course during the add/drop period of a term, NWFSC will return 100% of TA funds paid for that class. If it has not been paid, NWFSC will not bill the appropriate entity.
 - When a student is reported as a no show in a class, NWFSC will return 100% of TA funds paid for that class. If it has not been paid, NWFSC will not bill the appropriate entity.
 - When a student officially withdraws from a course, NWFSC will perform a calculation to determine if a proportional amount of TA funds should be returned. A student is considered to have earned 100% of the TA funds once they attend at least 60% of the semester. Students who withdraw prior to earning 100% will have an unearned percentage of TA funds based on the date of withdrawal compared to the date when they would have earned 100%. In other words; if TA paid \$1000 towards a student's tuition, the student withdraws from all classes at the 50% point of the semester, the unearned percentage would be 10% (60-50), and NWFSC would return \$100 (10% of \$1000) to the appropriate TA funding source.
 - When a student is administratively withdrawn from a course, a last date of academic activity is reported by the instructor. This date is used to calculate the unearned proportional amount of TA funds to return in the same manner as official withdrawals.
- ~~The College will ensure that it has an institutional policy that returns any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.~~
- The College will be accredited by a national or regional accrediting agency recognized by the United States Department of Education and obtain the approval of their accrediting agency for any new course or program offering, provided such approval is required under the substantive change requirements of the accrediting agency before the enrollment of a Service member into the new course or program offering.

- The College will disclose general degree requirements for the Service member's educational program (evaluated educational plan) to the member and his or her Service before the enrollment of the Service member at the educational institution and degree requirements in effect at the time of each Service member's enrollment will remain in effect for a period of at least 1 year beyond the program's standard length, provided the Service member is in good academic standing and has been continuously enrolled or received an approved academic leave of absence.
- The College will disclose its transfer credit policies and articulated credit transfer agreements before a Service member's enrollment. Disclosure will explain acceptance of credits in transfer is determined by the educational institution to which the student wishes to transfer and refrain from making unsubstantiated representations to students about acceptance of credits in transfer by another institution.
- The College will designate a point of contact or office for academic and financial advising, including access to disability counseling, to assist Service members with completion of studies and with job search activities.
- The College will have a readmission policy for Service members that allows Service members and reservists shall to be readmitted to a program with the same academic standing as they had when last attending NWFSC or accepted for admission if they are temporarily unable to attend class or have to suspend their studies due to service requirements. Procedures for readmission shall be posted in the College catalog.



Memo

To: Board of Trustees

From: Dr. Devin Stephenson, President

Date: April 19, 2022

Re: Board Policy TL 19.00: Awarding Posthumous Degrees

In accordance with FS 1004.65, Florida College System institutions are authorized to grant Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees, certificates, awards, and diplomas, as well as provide access to and award baccalaureate degrees in accordance with law. Further, Florida Statute 1004.68 states that each Florida System institution Board of Trustees shall adopt rules establishing student performance standards for the award of degrees and certificates.

The College recommends the adoption of Board Policy TL 19.00 to establish the President's authority to award a degree posthumously and to establish a process by which a posthumous degree may be requested and awarded.

Upon the recommendation of the Vice President of Academic Affairs, the President may award an associate or baccalaureate "Degree in Memoriam" posthumously provided the following requirements are met:

1. The award of the degree is requested by a member of the student's immediate family (defined as a parent, spouse, child, or sibling),
2. The request is received within two years of the student's death,
3. The student was enrolled at the time of death (defined as having registered for the current or upcoming semester or having previous registration within the three semesters preceding the time of death), or their continuous enrollment was interrupted by their injury, illness, deployment, etc., and
4. The student was in good academic standing at the time of death, and
5. The student had completed a substantial part of the academic program (>75%).

The complete policy, including process for requesting a posthumous degree, is attached for your review. The policies are requested to be effective upon approval by the Board of Trustees and will be reflected in the 2022-2023 College Catalog.



NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

TITLE: Awarding Posthumous Degrees	NUMBER: TL 19.00
AUTHORITY: Florida Statutes: F.S. 1004.65, F.S. 1004.68	SEE ALSO: •
DATE ADOPTED: 4/22	BOARD SECRETARY: 

PURPOSE OF POLICY

To establish a process for awarding an associate or baccalaureate degree posthumously.

LOCAL LANGUAGE

The Board authorizes the President to award a posthumous degree, a special type of honorary degree awarded to a student who has passed away prior to completing all degree requirements.

Upon the recommendation of the Vice President of Academic Affairs, the President may award an associate or baccalaureate “Degree in Memoriam” posthumously provided the following requirements are met:

1. The award of the degree is requested by a member of the student’s immediate family (defined as a parent, spouse, child, or sibling),
2. The request is received within two years of the student’s death,
3. The student was enrolled at the time of death (defined as having registered for the current or upcoming semester or having previous registration within the three semesters preceding the time of death), or their continuous enrollment was interrupted by their injury, illness, deployment, etc., and
4. The student was in good academic standing at the time of death, and
5. The student had completed a substantial part of the academic program (>75%).

Process for Requesting a Posthumous Degree

1. Submit a request to the Executive Director of Academic Records and Enrollment within two years after the death of the student.
2. The request must be accompanied by:
 - a. Student’s full name
 - b. NWFSC Student ID or SSN
 - c. Copy of the death certificate
 - d. Address where the diploma will be mailed.
3. The student should meet the following criteria:
 - a. Must have been a degree-seeking student.

- b. Must have been enrolled at the time of death as per the requirements defined above.
 - c. Must have been within one term or 15 credits of graduation to be considered for a posthumous degree.
 - d. Must have completed at least one term required for the degree at Northwest Florida State College.
 - e. Must meet the standard eligibility criteria for GPA and academic standing.
 - f. Must be in good discipline standing at the time of the request.
4. The posthumous degree shall not be included in any state or federal reporting data.
 5. The statement “awarded posthumously” will be printed on the student’s academic record, but not on the diploma.
 6. Exceptions may be made at the discretion of the College President.



NORTHWEST FLORIDA
STATE COLLEGE

Memo

To: Board of Trustees

From: Dr. Devin Stephenson, President

Date: April 19, 2022

Re: Grants Development Listing

A status report of the College's current grant development listing is attached for your information.

GRANT ACTIVITY
as of 4/4/2022

FY	GRANT PROJECTS BEING CONSIDERED FOR SUBMISSION	PURPOSE OF GRANT	DUE DATE	NWFSC DIVISION	AMOUNT REQUESTED
22	U.S. Department of Education: Veterans Upward Bound	Program improves college readiness, access, and completion for veterans.	TBD	Veterans Services	\$ 1,287,500
22	National Endowment for the Humanities Community Colleges Initiative	Project seeks to fund creation of Humanities honors program.	5/9/2022	Academics	\$ 150,000
22	Triumph Gulf Coast: Career Acceleration Pathways for Early College Students	Project would fund expansion of dual-degree program and provision of CAPE industry certification. Pre-application submitted Nov. 12, 2021	TBD	Academics	\$ 10,267,474
22	Triumph Gulf Coast: Nursing Program Expansion	Project would expand capacity of the Nursing Program. Pre-application submitted Feb. 10, 2022.	TBD	Health Sciences	\$ 25,000,000
TOTAL - Grant Writing in Progress (Est.)					\$ 36,704,974

FY	GRANTS SUBMITTED & PENDING		DATE SUBMITTED	NWFSC DIVISION	AMOUNT REQUESTED
22	USDOT Commercial Motor Vehicle Safety Training Program	Program would provide funds for tuition and other expenses for CDL students.	3/30/2022	Career Education	\$ 199,800
22	DOD STEM Community College Consortium -- Palm Beach	Project would expand cybersecurity and fund incorporating AI into curriculum.	3/29/2022	Career Education	\$ 1,877,853
22	DOD STEM Community College Consortium -- Warren CC	Project would expand UAS curriculum at Aviation Center of Excellence.	3/29/2022	Career Education	\$ 122,003
22	Volunteer Florida	Annual grant funds AmeriCorps Environmental Stewards.	3/7/2022	AmeriCorps	\$ 450,000
22	Florida Plant Management Society	Grant would fund a plant database available for scientific and community use.	3/4/2022	MKEI	\$ 1,500
22	Triumph Gulf Coast: Tool Set Addendum for ACE	Grant would provide tool sets for projected 515 A&P completers over 10 years.	2/21/2022	Career Education	\$ 2,748,600
22	EDA: Good Jobs Challenge	As part of a Panhandle State Colleges health sciences consortium, NWFSC would hire a Recruiting/Retention Specialist, nursing faculty and an Assistant Director of Nursing; invest in nursing simulation equipment; and renovate labs and classrooms at the Fort Walton Beach campus.	2/10/2022	Health Sciences	\$ 3,557,340
22	National Security Agency: GenCyber	Grant would fund a teacher cybersecurity summer retreat in 2023.	12/10/2021	Academics	\$ 150,000
22	National Security Agency: GenCyber	Grant would fund a student cybersecurity summer camp in 2023.	12/10/2021	Academics	\$ 150,000
22	Florida Department of Education: Open Door	Program provides tuition funds for short-term workforce education programs.	12/6/2021	Workforce	\$ 312,228
					\$ 9,569,324

FY	GRANTS AWARDED SINCE LAST BOARD MEETING		NWFSC DIVISION	DATE AWARDED	AMOUNT AWARDED
22	Triumph Gulf Coast: Cloud Computing Industry Training	Project will fund cloud computing instruction.	Career Education	3/9/2022	\$ 92,500
TOTAL - Newly Awarded Grants					\$ 92,500

FY	ACTIVE GRANTS* BASED ON AWARD DATE	NWFSC DIVISION	DATE AWARDED	AMOUNT AWARDED
19	Triumph Gulf Coast: Walton Works Center of Excellence	Workforce	6/20/2019	\$ 2,763,716
19	RESTORE Act Walton County	Workforce	5/22/2019	\$ 1,500,000
20	USDOE: CARES ACT Part 1 -- Student Emergency Funds	Student Success	4/21/2020	\$ 1,265,250
20	USDOE: CARES ACT Part 2 -- Institutional Funds	CFO	5/8/2020	\$ 1,265,250
20	U.S. Dept. of Labor Job Corps Scholars	Student Success	5/28/2020	\$ 1,152,483
20	USDOE CARES Act -- Strengthening Institutions Program	CFO	6/1/2020	\$ 125,222
20	Triumph Gulf Coast: Aviation Center of Excellence	Career Education	6/18/2020	\$ 7,064,665
21	CBA: Argon National Laboratories	CBA	7/1/2020	\$ 109,099
21	U.S. Dept. of Labor: Youth Apprenticeship Readiness	Workforce	7/1/2020	\$ 1,497,320
21	USDOE: CRSSA -- Institutional Funds	CFO	1/19/2021	\$ 3,886,727
21	USDOE: CRSSA -- Student Emergency Funds	Financial Aid	1/19/2021	\$ 1,265,250
21	USDOE: HEERF -- Strengthening Institutions Program	CFO	3/5/2021	\$ 217,423
21	J.W. Couch Foundation	CBA	3/25/2021	\$ 600,000
21	Dugas Family Foundation	CBA	4/26/2021	\$ 300,000
21	USDOE: ARP -- Student Emergency Funds	Financial Aid	5/24/2021	\$ 4,484,930
21	USDOE: ARP -- Institutional Funds	CFO	5/25/2021	\$ 4,168,154
22	Florida Department of Education Office of Early Learning	CDEC	7/6/2021	\$ 10,500
22	Northwest Florida Water Management District	CBA	7/13/2021	\$ 542,000
22	SBA: Shuttered Venue Operators Grant	MKAC	7/13/2021	\$ 390,984
22	USDOE: ARP -- Strengthening Institutions Program	CFO	8/4/2021	\$ 381,037
22	FDLE Trust Fund	Public Safety	8/5/2021	\$ 68,000
22	ASCP Laboratory Science Program Director Educational Grant	Academics	8/9/2021	\$ 2,500
22	US Economic Development Administration	Academics	8/9/2021	\$ 484,349
22	Volunteer Florida: AmeriCorps	CBA	8/11/2021	\$ 216,000
22	Midbay Bridge Rotary Club	CBA	8/15/2021	\$ 5,000
22	Wells Fargo	CBA	8/15/2021	\$ 5,000
22	USDOT: Commercial Motor Vehicle Operator Safety Training	Workforce	9/2/2021	\$ 113,220
22	FDOE: Perkins Rural	Career Education	9/8/2021	\$ 39,761
22	FDOE: Perkins	Career Education	9/8/2021	\$ 259,061
22	Northwest Florida Water Management District	CBA	9/16/2021	\$ 50,000
22	St. Joe Foundation	CBA	9/30/2021	\$ 12,000
22	Florida Department of Economic Opportunity - Florida Job Growth Grant	Career Education	10/14/2021	\$ 2,851,602
22	SBA: Supplemental Shuttered Venue Operators Grant	MKAC	10/20/2021	\$ 195,492
22	Florida Fish and Wildlife Conservation Commission	CBA	10/22/2021	\$ 24,996
22	Florida Department of Education: Entrepreneurial Education and Training	Academics	11/12/2021	\$ 50,000
22	Florida Department of Education: Pathways to Career Opportunities	Career Education	11/12/2021	\$ 116,594
22	Florida Department of Education: Early Learning	CDEC	12/10/2021	\$ 20,000
22	Florida Department of Education: Early Career and Technical Education	Academics	12/29/2021	\$ 2,000,000
22	Okaloosa County School District Foundation	CBA	11/30/2021	\$ 5,000
22	RESTORE Act Walton County	CBA	1/26/2022	\$ 100,000
22	Triumph Gulf Coast: Cloud Computing	Career Education	3/9/2022	\$ 92,500
*All current fiscal year and any past years over \$100K			TOTAL - All Active Grants	\$ 39,701,085

GRANTS FISCAL YEAR SUMMARY

	NUMBER OF GRANTS SUBMITTED	GRANTS AWARDED*	AMOUNT AWARDED
TOTAL - FY19	34	25	\$ 5,304,101
TOTAL - FY20	40	25	\$ 12,297,260
TOTAL - FY21	40	35	\$ 18,276,005
TOTAL - FY22	30	25	\$ 8,035,596

*Grants Awarded may reflect grants submitted in a prior fiscal year.



Memo

To: Board of Trustees

From: Dr. Devin Stephenson, President

Date: April 19, 2022

Re: Review of March 2022 Financial Data

Please see the attached final financial report for March 2022.

Northwest Florida State College
Comparison of Budgeted Revenue and Expenses to Actual - Unrestricted
March 31, 2022 - FY Benchmark of 75.00%

REVENUE

	Budget	Revenues to Date	Revenue to Date %	Budget Variance Over/(Under)	NOTES
Public Funds					
State Appropriation <i>(Program, Performance, & Lottery)</i>	20,735,467	14,396,571	69.43%	(6,338,896)	
Tuition - In State				-	
<i>Fall</i>	4,336,865	3,746,209	86.38%	(590,656)	
<i>Spring</i>	3,917,918	3,482,249	88.88%	(435,669)	
<i>Summer</i>	1,491,920	-	0.00%	(1,491,920)	
<i>Exemptions and Fee Waivers</i>	(2,111,071)	(2,179,984)	103.26%	(68,913)	
Tuition - Out of State				-	
<i>Fall</i>	571,849	400,275	70.00%	(171,574)	
<i>Spring</i>	462,633	277,439	59.97%	(185,194)	
<i>Summer</i>	192,661	1,987	1.03%	(190,674)	
<i>Exemptions and Fee Waivers</i>	(232,003)	(239,548)	103.25%	(7,545)	
Adult Gen Ed	10,000	-	0.00%	(10,000)	
Student Fees <i>(Net Waivers of \$387,526)</i>	2,159,800	1,567,989	72.60%	(591,811)	
Dual Enrollment - Public Schools	1,400,000	764,572	54.61%	(635,428)	
Dual Enrollment - Private Schools	240,000	4,895	2.04%	(235,105)	
Sales & Service					
Use of College Facilities	240,000	150,178	62.57%	(89,822)	
Interdepartmental Sales <i>(Graphic Services)</i>	45,000	18,440	40.98%	(26,560)	
Other Sales & Services	75,000	49,165	65.55%	(25,835)	
Other Income/Reimb					
Interest and Dividends	25,000	6,210	24.84%	(18,790)	
Other (Misc Income, etc.)	243,000	117,724	48.45%	(125,276)	
Proceeds from Sale of Surplus Property	20,000	21,078	105.39%	1,078	
Support From NWFSC Foundation	150,000	280,738	187.16%	130,738	
Federal Stimulus Funds - Lost Revenue Recovery	1,500,000	1,540,266	102.68%	40,266	
Transfers-In <i>(CHS Capital Outlay & Admin Payroll due to College)</i>	456,000	108,143	23.72%	(347,857)	The Admin & Payroll Reimbursement from CHS will post in June
Total Fund 1 Revenues	35,930,039	24,514,596	68.23%	(11,415,443)	

EXPENSES

	Budget	Expenses to Date	Expenses to Date %	Budget Variance Over/(Under)
Functional Expense Classification				
Instruction <i>(Direct Instructional expense)</i>	11,403,461	8,886,786	77.93%	(2,516,675)
<i>Directors)</i>				
Academic Support	3,262,171	2,448,300	75.05%	(813,871)
Staff/Program Development	115,467	79,732	69.05%	(35,735)
Student Success <i>(Student Success, athletics, & student theater)</i>	3,996,941	2,725,255	68.18%	(1,271,686)
Institutional Support Services <i>(Admin, IT, Strategic Communications)</i>	9,327,075	6,088,545	65.28%	(3,238,530)
Utilities	1,566,600	1,019,383	65.07%	(547,217)
Maintenance & Operations <i>(Plant & Police Operations)</i>	4,405,536	2,705,892	61.42%	(1,699,644)
Transfers - Out - Fund 8 <i>(Debt service Fund Transfers)</i>	1,852,788	1,389,591	75.00%	(463,197)
Total Fund 1 Expenses	35,930,039	25,343,484	70.54%	(10,586,555)
Revenues to Date less Expenses to Date		<u>(828,888)</u>		

FOR MANAGEMENT PURPOSES ONLY

Summary Data

Trending Summary

<u>FISCAL YEAR</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
<i>Total Revenues</i>	24,514,596	22,177,461	24,405,288	23,862,201	23,432,060
<i>% of Budget</i>	68.23%	65.95%	72.97%	72.90%	73.53%
<i>Total Expenses</i>	25,343,484	23,729,194	24,286,954	23,395,620	22,124,150
<i>% of Budget</i>	70.54%	70.56%	72.61%	71.48%	69.42%

Interest Earnings Summary

Total Interest Earned - Fiscal Year to Date	<u>\$ 6,226</u>
Balance of State Board of Administration Investment Account	\$ 7,134,829
Current Participant Return Rate:	0.29%

Analysis Notes

- In-State and Out-of-State Tuition is running well behind budget
- We have collected "lost revenue" funds of about \$1.5M from the CARES Act Grant for July through January
- We have collected about half of the Dual Enrollment revenue from OCSO so far this year
- Appropriation revenue is well below straight-line, but we did begin receiving Lottery appropriation in February - \$600K per month for remaining months
- Expenses look good at about 5% below budget, but are higher than usual due to the one-time payment for employees
- Summer tuition and fees should start being collected in the current month



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees

From: Dr. Devin Stephenson, President

Date: April 19, 2022

Re: Purchasing Expenditures over \$65,000 Not Requiring Board Approval

Attached is a listing of purchases from March 1, 2022 – March 31, 2022, in excess of \$65,000 not requiring Board of Trustees action. Purchases were made from contracts as listed or sole source purchases with substantiating documentation. The list includes service contracts.

Purchasing expenditures over \$65,000 March 1, 2022 - March 31, 2022 for meeting on April 19, 2022

PO#	VENDOR NAME	DATE	TOTAL AMOUNT OF PO	FUND	COMPETITIVE PROCUREMENT EXEMPTION	TYPE OF CONTRACT	ORIGINATOR
P2201039	AeroTrain Corp	3/3/2022	\$694,870.00	212631	6A-14.0734 (2)(a)	Purchased using the ACE Triumph Gulf Coast grant. Instructional materials and equipment for the Powerplant Program at the Crestview Aviation Center of Excellence.	Dr. Michael Erny
P2200513	Florida Trails, Inc. DBA Annett Bus Lines	3/7/2022	\$110,000.00	100000	6A-14.0734 (2)(f)(h)	Purchase order change on 3/07/2022. Increase due to the NWF Athletic Teams to travel for State, Regional, and National playoffs.	Ramsey Ross
P2201042	Twin Aircraft Engines, LLC.	3/8/2022	\$110,000.00	212631	6A-14.0734 (2)(a)	Purchased using the ACE Triumph Gulf Coast grant. Instructional materials and equipment for the Powerplant Program at the Crestview Aviation Center of Excellence.	Dr. Michael Erny
P2201048	Ivanco, Inc.	3/9/2022	\$85,000.00	100000	6A-14.0734 (2)(c) Piggyback School Board of Okaloosa County ITB 21-04 Fire Alarm Certification and Repair	Critical repairs to the existing fire alarm system at Northwest Florida State College.	Randy White
P2201068	Johnson Controls, Inc.	3/17/2022	\$479,756.00	775108	6A-14.0734 (2)(c)(h) Contract Amendment Number One to the original Performance Contracting Agreement between Northwest Florida State College ("Customer") and Johnson Controls, Inc. ("JCI")	Upgrade the sports lighting at the Baseball and Softball fields. New lighting will help with the College energy savings measures.	Randy White
P2201076	Santa Fe College	3/29/2022	\$961,078.00	100000	6A-14.0734 (2)(e)	Northwest Florida State College's annual assessment. Property coverage assessment from the Florida Risk Management Consortium.	Randy White