**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 18 August 2021 to 31 July 2022.

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 http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList1920.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) 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.

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 a College Identification number indicating application has processed, student should anticipate a minimum of 3 business days for application to process.

**b.** Consult the College website for course options.

**c.** Consult with the high school counselor to confirm that the desired courses will meet graduation requirements and will be posted to the high school transcript.

**d.** Contact a college test center to make arrangements to take PERT if ACT or SAT scores do not establish college readiness.

**e.** The electronic Dual Enrollment Registration form is located on the Dual Enrollment page of the College website.

f. Complete all sections of the Dual Enrollment Registration Form and secure applicable signatures.
g. The Dual Enrollment office will notify student, parent, and counselor via email after registration has been processed.
h. Obtain a College Student ID Card.
i. Take a paper printout of student schedule and College Student ID Card to the Niceville campus college bookstore (Barnes & Noble) to pick up textbooks. Allow 3 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. The student must pass the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, social science or humanities course with a Gordon Rule writing or computation requirement or other course for which a Gordon Rule writing or computation course is a prerequisite.
d. Students who have not passed all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed.
e. 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 AA or AS degree.

**Vocational Credit (PSAV) Courses**

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

a. In general, students may participate in college-credit courses beginning the summer between their tenth and eleventh grade years.
b. The student shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on course work beginning with grade nine.
c. The student must have the permission of the designated school office and the Dual Enrollment office.
d. 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.

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 the RaiderNet Portal.

**Navigating**
Students enrolling in courses under this program will 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. In addition, students may complete the college online orientation and will be provided online access to the Florida automated advising system (FACTS) at the college sites and at the student's home high school.

**Tuition and Fees**
Students registering for courses in this program will be assessed no tuition or fees; such fees will be paid by 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 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. 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 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, 2020 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=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.

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**
Students who are unable to complete a dual enrollment college class or who believe they will not be successful in the class may withdraw from the course. Dual students can withdrawal up to last day of classes, prior to exam week. 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 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:**

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 accommodations and adjustments by registering with Disability Support Services in the Student Center on the Niceville campus (850-729-6079) for dual courses on any college location. Accommodations for classes taught in district locations will be coordinated by the local high school.

**13. Cost**

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 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 College will issue an invoice to Destin High School. Destin High School agrees to remit payment within 21 days of the invoice date. All cost for instructional materials including textbooks, workbooks and access codes associated with instruction is the responsibility of the student.

**Instructional Materials**
The cost for instructional materials such as textbooks, non-consumable workbooks, and course access codes is the responsibility of the student.

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

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

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

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

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

BY: _____ 4/7/21
Christine Cruickshank — Date
Destin High School Principal

BY: _____ 3/31/21
Dr. Prebble Ramswell, President — Date
Executive Board of Destin High School, Inc.

BY: _____ 3-29-21
Dr. Devin Stephenson, President — Date
Northwest Florida State College

Created March 8, 2021