

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

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This early college/dual enrollment articulation agreement between Northwest Florida State College ("College") and the Santa Rosa County School District ("District") is in effect from August 18, 2021 to July 31, 2022. 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 as 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 website (<https://www.santarosa.k12.fl.us/>) or the College website ([www.nwfsc.edu](http://www.nwfsc.edu)). The District shall inform all secondary students of dual enrollment as an educational option and mechanism for acceleration, including eligibility criteria, the option for taking dual enrollment courses beyond the regular school year, and the 24 minimum academic credits required for graduation. The information will be provided in a timely manner, prior to student enrollment in dual courses.

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

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's Dual Enrollment Course Equivalency List that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList1920.pdf> or on the Dual Enrollment webpage on the College's website. A variety of courses will be available on the College at Niceville and Fort Walton Beach campuses and all College centers. Dual enrollment students will not be allowed to take online classes without the recommendation of the high school counselor.

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 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.

Principals at the high schools 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, NWF State College 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 – English

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 proceeding 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 2020-21 school year. The College will inform the District no later than one term before courses are offered which instructional materials are required for the courses.

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

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

An eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that is in compliance with s. 1002.42(2) and provides a secondary curriculum pursuant to s. 1003.4282. Students who are eligible for dual enrollment pursuant to this section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term. Students must meet the eligibility requirements- no exceptions for dual enrollment. Students that meet the eligibility requirements may register for approved college credit courses.

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 must follow these steps each term:

- a. New students only: Apply Online for Dual Enrollment Admission through the NWF State College website Students will receive NWFSC 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 NWFSC 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 Student ID Card.
- i. Take a paper printout of student schedule and NWFSC 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. Additional eligibility requirements for participation in the dual enrollment program.**

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 FS, 1007.271 section (3) 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 (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 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 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.
- 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. 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.
- j. Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

### **Vocational Credit Dual Enrollment**

Identification of students who are eligible to participate in the vocational-credit courses will be made at each enrollment period according to the following criteria and the specific articulation agreement for each vocational or career course as referenced by Section 27, lines 1383-1417 of HB 7071:

- a. Juniors and seniors are eligible to participate in vocational-credit courses during school hours, after school hours, and during the summer term.
- b. Sophomores are eligible to participate in vocational-credit courses after school hours, during the summer term, or during the school day on an exceptional 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.
- 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 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. 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 enrollment course will be at the depth, breadth, rigor and pace of other college credit courses. The curriculum, content evaluation of performance, and selection of instructional material is the prerogative of the professor in accordance with college approved syllabi. All courses included in the dual program are subject to the academic standards of the College, including but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content.

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

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

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

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

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](http://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, 2020 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 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'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=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. 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. 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**

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 withdraw 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 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 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.

**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 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.

**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 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 vocational (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. A current listing of high school courses and industry certifications along with the College credits which may be awarded is available from the College Dual Enrollment staff, the Office of Enrollment Services and the Office of Instructional Services.



### 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, 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, FTCE review classes, and similar activities.

### Statutory Compliance

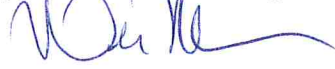
If any conflict exists between the provisions of this agreement and Florida rule or law, the provisions of law shall prevail.

### 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:   
Superintendent and Corporate Secretary

Date 6/18/21

BY:   
Chairman,  
The School Board of Santa Rosa County  
School District County, FL

Date 6-17-21

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

Date 3-29-21

APPROVED IN SESSION

JUN 17 2021

SANTA ROSA COUNTY SCHOOL BOARD  
SUPERINTENDENT

## **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](http://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.

*Updated February 25, 2021*