

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

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This early college/dual enrollment articulation agreement between Northwest Florida State College ("College") and Ohana Institute is in effect from 18 August 2021 to 31 July 2022.

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](http://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 <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 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 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.

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


BY:

  
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Administrator  
Ohana Institute

Date

4-28-2021

BY:

  
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Dr. Devin Stephenson, President  
Northwest Florida State College

Date

3-29-21