

**2023-2024**  
**Early College/Dual Enrollment Articulation Agreement**  
**Between Northwest Florida State College**  
**And Montverde Academy**

Northwest Florida State College (the “College”) and Montverde Academy, Florida (the “District”) enter this early college/dual enrollment articulation agreement for the purpose of offering students access to early college/dual enrollment opportunities at the College.

1. **Term.** This Agreement is effective from August 21, 2023, to July 31, 2024. This Agreement may be amended or renewed from year-to-year by mutual agreement of the College and the School.
2. **Purpose.** Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment is three-fold: shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma; broaden the scope of curricular options available to students; or increase the depth of study available for a particular subject.
3. **District Articulation Committee.** The School Administrator and the College President shall review the Agreement on an annual basis through a District Articulation Committee. Consistent with § 1007.271(21), Florida Statutes (F.S.), the District Superintendent and the College President will establish the District Articulation Committee with representatives of both the College and the District. As appropriate under the Committee procedures, members of the public who are not appointed representatives to the Committee may attend and comment.
  - a. The Committee will also 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.
4. **Qualified Students May Enroll in College Classes.** Under the dual enrollment program, the School’s qualified 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 the School’s 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 the School’s students or other students as mutually agreed upon by the School and the College.

5. **Ratification or Modification of all Existing Articulation Agreements.** This Inter-Institutional Articulation Agreement (IAA) serves to ratify current existing IAA between the College and Montverde Academy. The provisions set forth in this IAA enables qualified students to simultaneously earn both high school and college credit. This Agreement may be amended upon the mutual agreement of both parties should SBE Rules, Florida Statutes, or interpretations require such action by the Articulation Committee comprised of the College personnel. A signed IAA will be submitted by the College to the Department of Education on or before August 1, 2023.
6. **Process to Inform Student and Parents about Opportunities for Students to Participate in Dual Enrollment.** 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 School and the College to include public news releases, mailings, conferences, and/or announcements made at the school or on the School or College website (<https://montverde.org/> and [www.nwfsc.edu](http://www.nwfsc.edu)). Additionally, the school will use email to distribute information. The School shall inform all secondary students of dual enrollment at the College 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.
7. **Available Courses and Programs for Eligible Students.** 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 NWFSC Dual Enrollment page ([nwfsc.edu/dual](http://nwfsc.edu/dual)). 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.
8. **Processes for Students and Parents to Participate in Dual Enrollment.** 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.
  - a. 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 § 1002.42(2), F.S., and provides a secondary curriculum under § 1003.4282, F.S. Students who are eligible for dual enrollment under this section may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

- b. Students must meet the eligibility requirements. There are no exceptions to the eligibility requirements for dual enrollment. Students that meet the eligibility requirements may register for approved college credit courses.
- c. 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 not living in the NWFSC service area of Okaloosa or Walton Counties Florida would be limited to taking courses through the Instructional Methods of Online or Online Live with Zoom. Only as provided in this Agreement, students may take up to two online courses per semester.
- d. Students must follow these steps each term:
  - i. 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 been processed. Students should anticipate a minimum of three business days for an application to process.
  - ii. If ACT or SAT scores do not establish college readiness, contact the NWFSC College test center to arrange to take PERT.
  - iii. Consult the College website for course options.
  - iv. 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.
  - v. 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. See Appendix A.
  - vi. Complete all sections of the Dual Enrollment Registration form and obtain the required signatures. The Dual Enrollment office will notify the student, via email after registration has been processed. The student and Counselor will have access to all forms through their Dynamic Forms Dashboard.
  - vii. Obtain an NWFSC Student ID Card. Students will have the option of a digital ID or a physical ID. It is preferred that students create the digital ID.
  - viii. 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. The school will be billed for costs related to the shipping of books or access codes.

**9. Additional Eligibility Requirements for Dual Enrollment.**

There are no additional eligibility requirements.

**10. Students' Rights and Responsibilities.** Dual Enrollment students are considered College students, and they have the same rights and responsibilities and are subject to the same Student Code of Conduct and Academic Integrity standard 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.

- a. Any student behavior that tends to interfere or otherwise disrupt the orderly conduct, process, function, or interests of the College is prohibited, such as, but not limited to, cheating in any form; plagiarism; gambling; theft; vandalism; destruction of property; falsification of personal or College records; the use, manufacture, distribution, sale, or possession of alcoholic beverages or controlled substances; violence; and hazing or harassment. For full information regarding prohibited behavior, consequences, and due process afforded to students, read the Student Code of Conduct and Academic Integrity Procedure in the Student Handbook, which is in the College Catalog. Dual Enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.
- b. 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.
- c. Students must reference the course syllabi that 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.
- d. Under the standards set by the Florida Department of Education, students enrolled in the 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 may be dismissed from the dual enrollment program for disciplinary reasons, including disruption of the learning environment.
- e. Students must be in grades 6 – 12 and meet the eligibility requirements provided in § 1007.271(3), F.S., regarding GPA and placement testing.
- f. Students in dual enrollment classes must abide by local school policies if the class is held in a District school and are subject to College policies when enrolled in a College class in any location.

**11. General Dual Enrollment Admissions Guidelines.** The following are the general dual enrollment admissions guidelines:

- a. 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 dual courses. Both parties recognize that online coursework presents unique challenges to students. Dual enrollment students are limited to two online classes per semester. The College recommends that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available.
- b. Students who are eligible to participate in the college-credit courses will be identified by the school's designee at each enrollment period according to the following criteria:
  - i. Juniors and seniors are eligible to participate in college-credit courses during school hours, after school hours, and during the summer term.
  - ii. 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 as determined by the school's designee.
  - iii. 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.
  - iv. Students shall maintain a cumulative, un-weighted grade-point average (GPA) of 3.0 or above on high school course work.
  - v. Students must take one of the approved placement tests (PERT, ACT or SAT). 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. 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 minimum placement scores in all subtests are provided. It is the school/district's responsibility to ensure that a student does not take more than 12 credits without the required minimum placement scores.
  - vi. 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.
  - vii. Due to field experience requirements in the teacher education program, EDF1005 is available only to 12<sup>th</sup> grade students.
- c. 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). It is the School's responsibility to ensure students do not repeat courses.

- d. College courses offered as part of the technical/core requirements in limited access programs such as Radiography, or programs with specific admissions requirements, such as the Law Enforcement and Corrections Academies are not available for dual enrollment unless agreed to by the College and the School under an addendum to this Agreement.
- e. As provided in the College Catalog, upper division coursework is restricted to students who have earned their A.A. or A.S. degree.
- f. Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

12. **Career Technical Credit Dual Enrollment Admissions Guidelines.** Students who are eligible to participate in the Career Technical-credit courses will be identified by the school's designee 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.
- 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 meet the minimum requirement for appropriate subtests 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.

13. **District Responsibilities for Determining Eligibility and Monitoring Student Performance.** The Dual Enrollment Registration Form signed by a high school official confirms eligibility, including confirming cumulative high school GPA and ongoing college GPA requirements.

14. **High School Credit Earned for Passing Dual Enrollment Courses.** 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 School will weigh the early college/dual enrollment courses, both general education and clock hour, in the same way that they weigh Advanced Placement and International Baccalaureate courses. 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.

15. **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. All grades earned are reported to the appropriate high school and posted to the Northwest Florida State College transcript; grades earned in dual enrollment classes are part of the permanent postsecondary academic record.
16. **Navigating.** Students enrolling in courses under this program will have the opportunity to receive academic advising from Student Success Navigators at NWFSC. 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 School and the College and is included as Appendix B.
17. **Tuition and Fees.** Students registering for dual enrollment 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. Dual enrollment student 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. If a dual enrollment student is 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.
18. **Informing Students and Parent of College-level Course Expectations.** College dual enrollment personnel and Student Success Navigators partner with High School counselors to all inform students and parents that dual enrolled students are enrolling in college-level, postsecondary classes. Both College and High School personnel explain the all of following to dual-enrolled students prior to enrollment:  
The content in College classes is designed to offer all students a challenging, growing experience in each class. Each class experience may include content more mature, wide-ranging, or different from that which is offered in a high school classroom. Curriculum is not modified for dual enrollment students, and dual enrollment students share classes with students of many ages, backgrounds, and beliefs. Dual enrollment students are expected to participate fully in College courses. A dual-enrolled student may be introduced to theories,

topics, materials, discussions, or ideas that are different from those they have encountered before or that they do not agree with. Every College student, including my student, is expected to talk independently with their instructor to address any questions or concerns or, as needed, follow the College complaint process as stated in the College Student Handbook, or withdraw from a class.

Northwest Florida State College complies with federal, state, and accreditation requirements. Every course that a dual-enrollment student may enroll in 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 curriculum, content, evaluation of performance, and selection of instructional material is the prerogative of the instructor in accordance with College-approved syllabi. 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 Commission on Colleges. 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.

19. **Individual Exceptions to Required GPA.** There are no exceptions permitted for the required 3.0 unweighted cumulative grade point average for college credit courses and 2.0 unweighted cumulative grade point average for career technical courses.
20. **College Dual Enrollment Registration Policies.** Dual enrollment students must complete the electronic Dual Enrollment Registration Form and obtain the appropriate signatures. The College will process Dual Enrollment Registration Forms in the order 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 website: [www.nwfsc.edu](http://www.nwfsc.edu). Courses dropped during the schedule adjustment period (drop/add) do not appear on students' transcripts.
21. **Exceptions to the College Faculty Handbook's Professional Rules, Guidelines, and Expectations.** There are no exceptions to the College's standards for faculty as it relates to dual enrollment students. Instructors assigned to teach dual enrollment courses under this Agreement are employed by NWFSC during their teaching assignment. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the College. All instructors must submit official transcripts and complete the NWFSC hiring process. All instructors must complete training and orientation prior to each semester. While working for the College, the adjunct instructor will report to the chair/director of their discipline. The College will provide all adjunct instructors 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



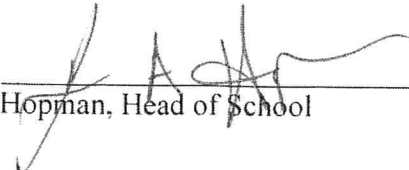
Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2018 Edition.

22. **Exceptions to the College Student Handbook's Rules, Guidelines, and Expectations Applicable to Faculty.** There are no exceptions to the College's standards for faculty as it relates to dual enrollment students. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the College. 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 chair/director 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. The College chair/director will consult with appropriate School personnel as needed. For classes meeting in the high schools, administrative responsibilities of the high 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 chair/director that will use the same criteria used for non-dual enrollment College instructors.
23. **Administrative Responsibility for Activities in Secondary Public School Facilities.** The administrative responsibility for activities occurring in the various public school facilities rests with the principal or principal's 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.
24. **Student Attendance.** The attendance of high school students in the dual enrollment classes will be monitored by the instructor. Regular and prompt attendance in all classes is expected. Within the guidelines applicable to all faculty at the College, instructors establish attendance and make-up work policies for their classes. It is the student's responsibility to notify the instructor of any absence and plan to complete any missed work. The student's high school will enforce its own attendance policies.
25. **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 must 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 in the exam is given prior to the traditional exam week.
  - a. Withdrawals require the student to complete the appropriate College form accessible from the Dual Enrollment webpage [www.nwfsc.edu/dual](http://www.nwfsc.edu/dual). Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course, they may not repeat that course under the dual enrollment program. Students who have three or more withdrawals or Failures (Grade of F) 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.

26. **College Responsibilities for Transmitting Grades 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 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 College will provide the principal or his designee and the appropriate School 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. Continued participation in dual enrollment from one semester to the next is determined by the eligibility criteria in this Agreement. The student's final grade in the college course shall be posted to the student's high school transcript.
27. **Costs Incurred by Each Party.** The parties will bear costs as described below:
- a. 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 Montverde Academy, and Montverde Academy 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 2023 and Spring 2024 terms through the Disbursement Eligibility Report (DER) by the designated time. Montverde Academy will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible Montverde Academy within 14 days of the receipt of the disbursement. Montverde Academy agrees to remit payment within 21 days of the invoice date. As part of the cooperative efforts between the School and the College, neither the School nor the College will charge the other for any use of their respective classroom facilities for courses offered under this program.
28. **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 2023 and Spring 2024 terms through the Disbursement Eligibility Report (DER) by the designated time. Montverde Academy will be responsible for any remaining balance after the disbursement is received. The College will invoice the responsible party Montverde Academy within 14 days of the receipt of the disbursement. Montverde Academy agrees to remit payment within 21 days of the invoice date.
29. **FTE Funding.** State revenue for appropriated to the School and the College is in accordance with the applicable provisions of Florida law and is not altered by this Agreement.
30. **Student Transportation.** Students enrolling in college courses are responsible for providing their own transportation. Parking Permits are no longer required.

31. **Resources Available to Students with Disabilities.** NWFSC 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 at any NWFSC location by registering with the Accommodations Resource Center on the Niceville campus (850-729-6079). Accommodations for classes taught in School locations will be coordinated by the local high school.
32. **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 District 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.
- a. 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.
33. **Statutory Compliance.** Each party shall comply with all applicable federal and state laws, codes, rules, and regulations in performing its duties, responsibilities, and obligations under this Agreement. If any conflict exists between the provisions of this Agreement and applicable law, the provisions of law shall prevail. Nothing in this Agreement shall be construed as consent by either the School or the College to be sued by third parties in any matter arising out of or related to this or any other agreement.

**MONTVERDE ACADEMY, FLORIDA**

BY:   
Jon Hopman, Head of School

3-30-23  
Date

**NORTHWEST FLORIDA STATE COLLEGE**

BY:   
Dr. Devin Stephenson, President

4/19/23  
Date

## APPENDIX A

### DUAL ENROLLMENT REGISTRATION PROCESS

- Students will access all registration forms from the NWFSC Dual Enrollment webpage at [www.nwfsc.edu/dual](http://www.nwfsc.edu/dual). No other forms will be accepted.
- Counselors and Parents will be expected to create a Dynamic Forms account in order to participate in the mandatory signature process. A guide can be found at <https://www.nwfsc.edu/wp-content/uploads/2022/10/Account-Creation-FOR-WEBPAGE.pdf>. Counselors will use their school email when creating their account. Parents should use an email they check regularly.
- Students will be required to utilize their Raidernet email and their Dynamic Forms Dashboard to monitor the progress of registration requests. Students will access their dashboard via a link found in each email from Dynamic Forms. A guide can be found at <https://www.nwfsc.edu/wp-content/uploads/2022/10/Student-Guide-for-Registering-with-Dynamic-Forms2.pdf>.
- Students will be responsible for the proper routing of their forms through counselor selection and parent email addresses. It is the student's responsibility to update incorrect email addresses or route them to a different counselor if their counselor is unavailable.
- All dates on the College-approved Academic Calendar will be applicable to dual students'. The only exception to the Academic Calendar is the Withdrawal date for Dual Enrolled Students. Please see section 25 for more information.
- Forms will remain on the Dynamic Forms Dashboard for 7 calendar days after the student e-signs his/her form. Any forms that have not changed to COMPLETE FORM status by this checkpoint will be deleted. Students will have to begin the form process again.
- Students should only submit one Registration form per term; additional changes to a schedule require the completion of a Drop/Add Form.

## APPENDIX B

### PLAN FOR DUAL ENROLLMENT STUDENT ACADEMIC ADVISING

Dually enrolled students will have the same access to advising and program planning tools and resources that traditional College students have. 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, they should contact a College advisor for an in-person advising session.
2. As part of the advising session, 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; and
    - iv. The selection of courses to meet degree requirements, including approved program common prerequisite courses, to minimize student and state costs for excess hours.
3. The school will share Dual Enrollment Information with all students.
4. 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.
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 District staff on various advising and advising-related topics on an as-needed basis.