

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

This early college/dual enrollment articulation agreement between Northwest Florida State College (the College) and Ohana Institute is in effect from 19 August 2020 to 31 July 2021.

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

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

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

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

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

1. Ratification

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

2. Notification of Dual Enrollment Opportunities

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

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 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) Obtain a Dual Enrollment Admission and Registration form from the high school or an enrollment services office at any NWFSC location.
- b) Consult the *Northwest Florida State College Schedule of Classes* 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 NWFSC test center to make testing arrangements.
- e) Complete all sections of the Dual Enrollment Admission and Registration Form and secure applicable signatures.
- f) Return the Dual Enrollment Admission and Registration Form to the enrollment services office at any NWFSC location on the student's registration date which is found in the semester schedule of classes and on the college website.
- g) Obtain a proof of registration at the time of registration.
- h) Obtain a Student Access ID Card.

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) Dual enrollment students who have accumulated 12 college credit hours and have not yet demonstrated proficiency in the basic competency areas of reading, writing, and mathematics will be advised in writing by the high school of the requirements for

Navigating

Students enrolling in courses under this program will receive academic advising from College navigators. Students may visit college navigators at any college location on an appointment basis. 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 Ohana Institute. Students are eligible for the dual enrollment fee exemption through the last term of their high school enrollment; graduating seniors are not eligible for dual enrollment status and fee exemption during the term immediately following their graduation date, even if the registration period or college classes begin prior to the student's actual graduation date.

7. Course and Program Standards

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

8. Exceptions to the Eligibility Requirements

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

9. Registration policies

Dual enrollment students may present a fully executed Dual Enrollment Form at any Northwest Florida center or campus during business hours and during the approved registration period. Dropping the course during the schedule adjustment period will make the registration null and void. The registration counts as an attempt in the course and will appear on the college transcript at the end of the schedule adjustment period.

10. Employment of Instructors

It is acknowledged that instructors assigned to teach courses under this agreement work for NWF State College during their teaching assignment. All instructors must submit official transcripts and be vetted by NWF State College hiring process. All instructors must complete training and orientation prior to each semester. While working for the college, the adjunct instructor will be a direct report to the chair/director of their discipline. The College will provide all adjunct faculty teaching courses exclusively for dual enrollment students with a full-time faculty contact or liaison in the same discipline, information for accessing the faculty and student handbooks online, copies of course plans and objectives for the college courses they are teaching, and information about the end-of-course assessment or a series of assessments of all expected learning outcomes in accordance with the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2019 Edition.

11. 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

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

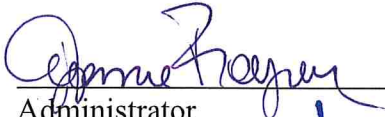
Students enrolling for college courses will be responsible for providing their own transportation. Parking permits are available at the time of registration and throughout the year at all College locations and must be displayed on the rear view mirror of the vehicle when parking at the College. Student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

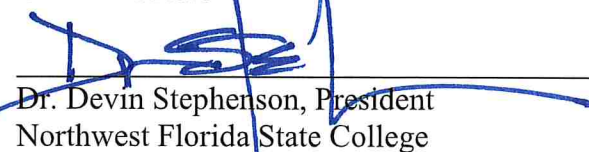
Annual Review of Agreement

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

BY: 

Administrator
Ohana Institute

7/28/2020
Date

BY: 

Dr. Devin Stephenson, President
Northwest Florida State College

9-8-2020
Date