

2024-2025
College/Dual Enrollment Articulation Agreement
Between Northwest Florida State College
And The Collegiate High School at NWFSC

Northwest Florida State College (the “College”) and The Collegiate High School at NWFSC, Florida (the “District”) enter this early college/Dual Enrollment articulation agreement to offer students access to Early College/Dual Enrollment opportunities at the College.

1. **Term.** This Agreement is effective for the 2024-2025 Academic Year as published in the Academic on the College website. This Agreement may be amended or renewed annually by mutual agreement of the College and the District.
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. The purpose of the articulation agreement is to serve as a clarification and supplement to the College Catalog, which is the governing document for academic programs and policies for Northwest Florida State College.
3. **District Articulation Committee.** The District Superintendent 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 have established a District Articulation Committee which comprises designees from both entities and meets at will.
4. **Qualified Students May Enroll in College Classes.** Under the dual enrollment program, the District’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 District’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 District’s students or other students as mutually agreed upon by the District and the College.
5. **Ratification or Modification of all Existing Articulation Agreements.** This Inter-Institutional Articulation Agreement (IAA) serves to ratify the current existing IAA between the College and The Collegiate High School at NWFSC. The provisions outlined in this IAA enable 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. A signed IAA will be submitted by the College to the Department of Education on or before August 1, 2024.
6. **Process to Inform Students 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 District and the College to include public news releases, mailings, conferences, and/or announcements made at the schools or on the District or College website (<https://chs.nwfsc.edu/> and www.nwfsc.edu). The District 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 high school credits required to earn a standard Florida high school diploma. The information will be provided in a timely manner, prior to student enrollment in college-credit courses.

7. **Available Courses and Programs for Eligible Students.** Courses available to dual credit students consist of college-credit courses of three or more credit hours. Applied academics for adult education instruction, developmental education, and other forms of pre-collegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program. Recreation and leisure studies courses shall be evaluated individually in the same manner as physical education courses for potential inclusion in the program. 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/policy/articulation/> or on the NWFSC Dual Enrollment Resources page <https://www.nwfsc.edu/dual-enrollment-resources/>. A variety of courses will be available on the College campuses at Niceville and Fort Walton Beach, all College centers, and online.
 - a. 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 provided in § 1008.44, F.S. Course Equivalencies may be found at <https://www.fldoe.org/policy/articulation/>.
 - b. 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 either in a traditional or virtual classroom 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.
 - c. The District's Dual Enrollment representative 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 the District's public schools, NWFSC can offer up to 24% of the credits towards any degree program at any given high school. The College will attempt to meet course requests. The College and the District must mutually approve exceptions. The approved On-Campus Classes may be found in Appendix A.
 - d. The principal or his designee shall make requests for college courses taught on a high school campus to the Executive Director of K-12 Programs and Student Engagement (Director) in the fall semester preceding the academic year in question. The Director will work with the College departments to determine if the requests can be filled. The Director notifies the high school whether the high school's

requests can be fulfilled, which should be complete before the high school students sign up for their classes for each school year. The College will inform the District at least 45 days before the start of the term in which courses are offered and which instructional materials are required for the courses.

8. **Processes to Participate in Dual Enrollment.** The dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate, an associate degree, or a baccalaureate degree. A student who is enrolled in a postsecondary course 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 complies 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. Upon written agreement of pilot programs or courses, the District and College may approve exceptions to eligibility requirements as noted in the Appendices. Students who meet the eligibility requirements may register for approved college credit courses.
- c. Students enrolled in their first term shall not exceed sixteen (16) credit hours in any fall, spring, or summer semester. After a student has earned 15 college credit hours, if they have achieved a College GPA of 3.5 or higher, they may enroll in up to 18 credit hours per semester, upon approval by the high school. After a student has earned 15 college credit hours, if they have achieved a College GPA of 4.0, they may enroll in up to 21 credit hours per semester, upon approval by the high school. No dual-enrolled student may enroll in more than 21 credit hours per semester.
- d. Students must follow the application and registration process outlined on NWFSC's dual enrollment website.

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 standards as traditional college students. Dual Enrollment students and their parents are encouraged to refer to the Collegiate High School webpage on the College website at www.nwfsc.edu. A statement of Student Rights and Responsibilities is found in the College Catalog.

- a. Under the standards set by the Florida Department of Education, students enrolled in the District 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.
- b. Students must be in grades 6-12 and meet the eligibility requirements provided in § 1007.271(3), F.S., regarding GPA and placement testing.

- c. 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.
- d. As outlined in the College's Student Handbook, NWFSC reserves the right to deny student participation in dual enrollment if a student violates their high school's code of conduct.

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

- a. Both parties recognize that online coursework presents unique challenges to students. 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. Eligible students may participate in college-credit courses during school hours, after school hours, and during the summer term.
 - ii. Student eligibility requirements for initial enrollment in college credit dual enrollment courses must include a cumulative 3.0 unweighted high school grade point average and the minimum score in Reading, Writing, and Math on a common placement test adopted by the State Board of Education which indicates that the student is ready for college-level coursework.
 - iii. Student eligibility requirements for continued enrollment in college credit dual enrollment courses must include the maintenance of a 3.0 unweighted high school grade point average and the minimum postsecondary grade point average established by the postsecondary institution.
 - iv. Students will be required to maintain a college GPA of 2.0 or above.
- 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 District's responsibility to ensure students do not repeat any courses, including courses from which they withdrew.
- d. College courses offered as part of the technical/core requirements in limited access programs or programs with specific admissions requirements as noted in the College Catalog are not available for dual enrollment unless agreed to by the College and the District 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 Dual Enrollment Admissions Guidelines. Career dual enrollment shall be available to secondary students seeking a degree and industry certification through a career education program or course. Students who are eligible to participate in the Career dual enrollment courses will be identified by the school's designee at each enrollment period according to the following criteria:

- a. Eligible students may participate in career dual enrollment courses during school hours, after school hours, and during the summer term.
 - b. Students shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on high school coursework.
 - c. 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 that require English, math, or reading prerequisites.
 - d. Students must also satisfy a basic skills assessment through the Test of Adult Basic Education (TABE) or another approved assessment as stated in State Board of Education Rule 6-A10.040. Please refer to the College Catalog for information.
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 unit applicable toward high school graduation, except for those courses for which 1.0 Carnegie unit 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 District will weigh the Early College/Dual Enrollment courses, both general education and clock hour, the same way that they weigh Advanced Placement and International Baccalaureate courses. 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. **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 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.

- 17. Informing Students and Parents of College-level Course Expectations.** College dual enrollment personnel and Student Success Navigators partner with High School counselors to inform all students and parents that dual-enrolled students are enrolling in college-level, postsecondary classes. Dual-enrolled students and parents are provided with the following information at the time of registration:

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. The 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 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 is 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.

- 18. Exceptions to Required GPA for Individual Students.** There are no exceptions for individual students permitted for the required 3.0 unweighted cumulative grade point average for college credit courses nor the 2.0 unweighted cumulative grade point average for career technical courses.
- 19. 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. Courses dropped during the schedule adjustment period (drop/add) do not appear on students' transcripts.

20. **College Faculty Handbook's Professional Rules, Guidelines, and Expectations.** There are no exceptions to the College's standards for faculty as they relate 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. Instructors teaching dual enrollment classes will be evaluated by the appropriate chair/director who will use the same criteria used for non-dual enrollment College instructors. 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 as determined by the College.
21. **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 enforcement of the Student Handbook for dual enrollment students.
22. **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 ensure that the scheduled courses can function as mutually agreed upon between the College and the high school without interruption by high school activities.
23. **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.
24. **Student Withdrawal from College Classes.** Withdrawal policies and dates for the College apply to dual enrollment students. Withdrawals require the student to complete the appropriate College form accessible from the Dual Enrollment webpage www.nwfsc.edu/dual. Dual Enrollment students are limited to one withdrawal per college course. Students who have three or more withdrawals or Failures (Grade of F) or a combination of the two for 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.
25. **Course Repeat Rules for Dual Enrollment Students.** State Rule 6A-14.0301 addresses repeated courses and grade forgiveness. If a student receives a grade of F or W (or a grade of D for a course that requires a grade of C or higher) in any college credit, career, or developmental course, they may repeat the course to improve the grade. For any course repeated, only credit from the last (most recent) attempt will

be used in the computation of the student's GPA and will be eligible to fulfill graduation requirements (the previous attempt(s) remain on the official transcript but are excluded from GPA calculations and cannot be used to meet graduation requirements). Students should be aware that some private colleges and universities, out-of-state institutions, and some Florida public universities (depending on the student's major) may not accept the revised NWFSC GPA or treat the repeated course(s) in the same manner.

Students under this agreement will not be allowed to repeat more than two courses. The school's designee will be required to enter approval for a course to be repeated in the Counselor Comment section of the Registration Request Form and identify it as Repeat Attempt 1 or 2.

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 of each high school or his designee, and the appropriate District designee 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 College will invoice the District \$1,000 per credit hour when an existing full-time or adjunct College instructor teaches a college course for dual enrollment students' onsite at a high school.
 - b. High school teachers whose credentials are evaluated by the College and who are deemed qualified to teach a college course at the high school will be compensated by the District. The high school teacher will be required to submit an application for employment at the College and fulfill all onboarding requirements before beginning instruction for the College. Payment for the class taught onsite at the high school will be made by the District as part of the high school teacher's load. High school teachers who serve as College adjuncts may be eligible for additional teaching assignments through the College, paid by the College.
 - c. The College will invoice the District \$71.98 or other amount as required by Florida law per student credit hour for dual students taking college classes during the fall or spring terms at any College location, including online courses. The College will invoice the District \$2.33 or other amount as required by Florida law per student clock hour for dual students taking college classes during the fall or spring terms at any College location. The College will issue the invoice at the conclusion of each term.
 - d. 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.

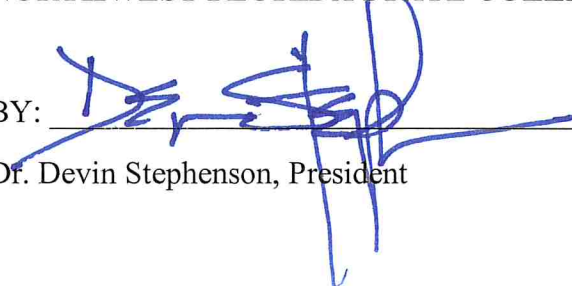
28. **Instructional Materials.** In accordance with the Florida law current at the time of this Agreement regarding instructional materials, the District will provide instructional materials to each dual enrollment student and pay the College's designated bookstore, Barnes and Noble College, upon receipt of an invoice specifying the materials each student received. Textbooks and other non-consumable instructional supplies issued to students are the District's property and the student's responsibility. At the end of the semester, students shall return all issued books and supplies to the bookstore and held by the bookstore. The District may reclaim the issued material at any time by written request. Outdated and damaged textbooks will be returned to the District. Specific to the Courses in Appendix A the District is responsible for the Instructional Materials as denoted above.
29. **FTE Funding.** State revenue appropriated to the District 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 transportation.
31. **Accommodations Services and Resources for College Classes.** The College's Accommodations Resource Center (ARC) assists students with disabilities or special needs. Accommodation policies and procedures differ in secondary and postsecondary classes, and requests for accommodations must be made by dual enrollment students directly to the College's ARC with appropriate supporting documentation that meets ARC requirements for the College to provide accommodations. Complete information on Students' Rights and Responsibilities related to requesting accommodations for college courses, including request forms and criteria for supporting documentation, is found at <https://www.nwfsc.edu/accommodations/>.
32. **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 District or the College to be sued by third parties in any matter arising out of or related to this or any other agreement.

COLLEGIATE HIGH SCHOOL AT NWFSC., FLORIDA

BY: Dr. Sandy Arceaga 4/18/24
Collegiate High School Principal Date

BY: Low W. Willey 4/12/2024
Chairman of the CHS Governing Board Date

NORTHWEST FLORIDA STATE COLLEGE

BY:  4-18-24
Dr. Devin Stephenson, President Date

COLLEGIATE HIGH SCHOOL AT NWFSC., FLORIDA

BY: _____

Collegiate High School Principal

_____ Date

BY: _____

Chairman of the CHS Governing Board

_____ Date

NORTHWEST FLORIDA STATE COLLEGE

BY: _____

Dr. Devin Stephenson, President

_____ Date

APPENDIX A

NWFSC COLLEGIATE HIGH SCHOOL

Outlined below are exceptions to the 2024-2025 Collegiate High School Dual Enrollment Articulation Agreement. A Request for Dual Enrollment Exception form shall be completed by the principal, or their designee, and reviewed and approved (or denied) by the Dean, Education & Charter Initiatives for each exception noted below. These forms must be completed each registration period. The approved form will be routed to the K-12 Programs Office for administrative processing.

Articulation Agreement Reference	Individual Student Exception(s)
8. Process to Participate in Dual Enrollment - Credit hour limits (16 credit hours/3.0 GPA; 18 credit hours/3.5 GPA; 21 credit hours/4.0 GPA)	An exception to the credit hour limit to address graduation criteria and/or lab requirements.
11. General Dual Enrollment Admissions Guidelines – 3.0 high school unweighted, cumulative GPA	When the 3.0 high school GPA requirement is not met, an individual exception may be made for students with a minimum unweighted, cumulative high school GPA 2.0. (Exception requires 2.0-2.99 High School GPA for consideration.)
11. General Dual Enrollment Admissions Guidelines – Minimum placement scores in reading, writing, and math	When the student has not met minimum placement scores in reading, writing, and math, an individual exception may be made to allow a student to take up to 12 credit hours in eligible courses.
24. Student Withdrawal from College Classes – Academic calendar	An exception to withdraw a student from courses after the published withdrawal date on the academic calendar. Requests must be made by the last day of classes. Students who have taken the final exam are not eligible for a withdrawal.
24. Student Withdrawal from College Classes – Dual students are limited to 3 unsuccessful attempts (withdrawals or failures)	An exception to the maximum of three unsuccessful attempts and approval for up to five unsuccessful attempts per student.
25. Course Repeat Rules for Dual Enrollment Students – Limit of two course repeats	An exception to allow a student to take one additional course repeat based on extenuating circumstances (for a total of 3 per student). As per the College catalog, on any third or fourth attempt, the student will be awarded the letter grade earned and will not be allowed to withdraw from the course.