

BOARD MEETING DATE: 10/15/2024

ITEM NO: VI-A

RECOMMEND THAT the District Board of Trustees approves the Dual Enrollment Articulation Agreements for Public School Boards, Private Schools, Home Education Programs, and Personalized Education Programs within NFC's service district for the 2025-2026 academic year.

<u>Public School Boards:</u>	<u>Private Schools:</u>
<u>Hamilton</u>	<u>Achievers Christian Academy</u>
<u>Jefferson</u>	<u>Aucilla Christian Academy</u>
<u>Lafayette</u>	<u>Corinth Christian Academy</u>
<u>Madison</u>	<u>Donald Ralph Cooke School</u>
<u>Suwannee</u>	<u>Freedom School</u>
<u>Taylor</u>	<u>Holy Cross Christian Academy</u>
<u>_____</u>	<u>Lighthouse Christian Academy</u>
<u>_____</u>	<u>Melody Christian Academy</u>
<u>_____</u>	<u>New Testament Christian School</u>
<u>_____</u>	<u>Point of Grace Christian School</u>
<u>_____</u>	<u>Tabernacle Baptist School</u>
<u>_____</u>	<u>Westwood Christian School</u>

THIS RECOMMENDATION is requested to provide enhanced learning opportunities for qualified students in the NFC service area to dual enroll at NFC for the 2025-2026 academic year. Please note updates and/or changes from the 2024-2025 articulation agreements are shown with a strikethrough or underlined text. There are signature pages for 6 public school board agreements, 12 private school agreements, 1 home education agreement, and 1 personalized education agreement.



**DUAL ENROLLMENT
ARTICULATION AGREEMENT**

2025-2026 School Year

HOME EDUCATION PROGRAM

AND

**THE DISTRICT BOARD OF TRUSTEES OF
NORTH FLORIDA COLLEGE**

Date Received: _____
G#: _____



DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN

**NORTH FLORIDA COLLEGE
and
HOME EDUCATION PROGRAM**

2025-2026 Academic Year

Term of this Agreement: The Articulation Agreement is effective from August 1, 2025, through July 31, 2026, between the District Board of Trustees of North Florida College (“College”) and the above listed established Home Education Program (“Parent”). Further, this agreement shall continue in force from the date of the last signature and shall be subject to annual review and revision prior to the fall term, by the President (or designee) of North Florida College.

Scope of Agreement: North Florida College will structure a partnership in order to provide eligible home education students with access to the dual enrollment program. An eligible home education dual enrollment student shall be exempt from payment of tuition and instructional materials for each approved course.

Purpose of the Agreement: The purpose of this agreement is to shorten the time necessary for a student to complete their high school graduation requirements and college degree, increase depth of study, broaden educational opportunities, and empower students to pursue their educational goals as rapidly as possible.

Pursuant to section 1007.271, Florida Statutes, 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. College preparatory and physical education courses shall not be included in courses offered in the dual enrollment program.

Process for Informing Home Education Parents and Students About Dual Enrollment Opportunities

Parents are notified of the option to participate in the dual enrollment program through public announcements, email, NFC Office of Dual Enrollment website, fliers, and through the institutional course catalog. The College Office of Dual Enrollment is available to communicate with parents and students about dual enrollment.

Delineation of Courses and Programs Available

A. Dual Enrollment, Section 1007.271 Florida Statutes

Section 1007.271(1), Florida Statutes, establish that a 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.

Students enroll part-time, up to 11 credit hours per term on a part-time basis.

B. Early Admission Dual Enrollment, Section 1007.271(10), Florida Statutes

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate degree. A student must enroll in a minimum of 12 college credit hours per term; however, a student may not be required to enroll in more than 15 college credit hours per term. Students who wish to register for more than 15 credit hours per term need the permission of the Associate Dean of Academic Affairs.

C. Career Dual Enrollment, Section 1007.271(7), Florida Statutes

Career Dual Enrollment allows students to earn industry certifications which count as credits toward the high school diploma, section 1008.44, Florida Statutes. Students may take up to 330 vocational clock hours per term part-time Career Dual Enrollment.

D. Career Early Admission, Section 1007.271(11), Florida Statutes

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (330+ clock hours per term) in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need the permission of the Associate Dean of Academic Affairs. Participation in the career early admissions program is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in ninth grade.

Refer to the NFC website and College Catalog for specific programs or degrees that are dual enrollment eligible.

North Florida College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to determine its applicability to meet degree requirements. College credit courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

Dual enrollment courses may be taken at any NFC location where college courses are taught, subject to approval by the Parent. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method.

Students are permitted to enroll in these programs in fall, spring, and summer terms during school hours and after school hours. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.

Approved dual enrollment program courses are available in the document "Dual Enrollment Course-High School Subject Area Equivalency List" on the Florida Department of Education website. Applied academics for adult education instruction, developmental education, and other forms of precollegiate

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.

Students who are accepted into the NFC Dual Enrollment Program may be eligible for college credit by achieving a minimum passing score on a College Level Examination Program (CLEP) Test, Advanced Placement (AP) Exam, or earning certifications. The dual enrolled student should submit proof of scores or certifications to NFC.

Courses and Programs Available for Dual Enrollment: Prior to enrolling in a certification program, it is the student’s responsibility to meet with a College Academic Advisor to ensure the student meets all eligibility requirements of the program. See the NFC College Catalog for current information. NFC may add, revise, or delete courses at any time. List is subject to change without prior notice.

Associate in Arts Degree – A.A. 60 credit hours

Associate in Science Degree – A.S.

Accounting Technology 60 credit hours
 Business Administration 60 credit hours
 Criminal Justice Technology 60 credit hours
 Emergency Medical Services 73 credit hours

College Credit Certificates

Accounting Technology Management 27 credit hours
 Accounting Technology Operations 18 credit hours
 Accounting Technology Specialist 12 credit hours
 Human Resources Administrator 21 credit hours
 Business Operations 18 credit hours
 Business Management 24 credit hours
 Child Care Center Management Specialization 12 credit hours
 Criminal Justice Technology Specialist 24 credit hours
 Emergency Medical Technician (EMT-Basic) 12 credit hours
 Human Services Generalist 18 credit hours
 Preschool Specialization 12 credit hours

Career and Workforce Certificates

Program	Clock Hours	Industry Certification
Early Childhood Professional Certificate (ECPC)	600	Child Development Associate (CDA)
Florida CMS Correctional Basic Recruit Academy	420	Correctional Officer
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	1350	Air to Air Heat Pump Service Technician
Industrial Machinery Maintenance 1	750	MSSC Certified Production Technician (CPT)

Industrial Machinery Maintenance 2	600	MSSC Certified Production Technician (CPT)
Emergency Medical Responder	190	Emergency Medical Responder (EMR)

Prior to enrolling in a certification program, it is the student’s responsibility to meet with a College Academic Advisor to ensure the student meets all eligibility requirements of the program. See the NFC College Catalog for current information.

Delineation of High School Credit Earned

- The Parent is responsible for deciding the suitability of courses and ensuring completion of requirements for graduation from high school.
- Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions. See Appendix A Dual Enrollment Transfer Guarantees.
- The College shall assign letter grades to each student enrolled in a dual enrollment course. Dual enrollment courses become part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA. All grades, including “W” grades for withdrawal, count as course attempts and become part of the student’s college transcript; they may affect subsequent postsecondary admission and financial aid. A dual enrolled student is limited to two attempts per course.
- Credit earned by home education students through dual enrollment shall apply toward the completion of a home education program that meets the requirements of section 1002.395, Florida Statutes. All grades, including those attempted but not earned, must be entered on the high school transcript.
- Dual enrollment courses must apply directly toward the student’s general requirements for high school graduation, 1003.4282 and 1007.271, Florida Statutes.

Dual Enrollment Eligibility Requirements:

Initial Eligibility Requirements:

- Provide annual proof of enrollment in a home education program as filed with the school district. Students must be officially enrolled in a home education program in grades 6 through 12 and in compliance with section 1002.41, Florida Statutes, in the six county NFC service area. Due to grade eligibility requirements, home education students must state their grade level. No changes or exceptions will be made to extend grade levels or graduation dates.
- The Parent must notify the Office of Dual Enrollment if a student enrolls in a public school, private school, or personalized education program during the current academic year.
- Sign a Home Education Program Articulation Agreement.
- Be responsible for transportation.
- Students whose parents choose to teach and direct the education of their children, pursuant to section 1002.41, Florida Statutes, and who meet the eligibility requirements for dual enrollment

as specified in section 1007.271 Florida Statutes, shall be permitted to enroll in dual enrollment coursework at North Florida College.

- Students must be participating in a secondary curriculum designed to accelerate toward a postsecondary degree.
- No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement scores in reading, writing, and math, with the exception of the course Strategies for Academic Success. See Appendix B.
- Placement Testing Requirements:
 - College Credit: Dual Enrollment and Early Admission Dual Enrollment
 - Students must show evidence of readiness for college-level work with appropriate scores on all sections (Reading, Writing, and Mathematics) of a common placement test for college credit dual enrollment pursuant to Rule 6A-14.064 and Rule 6A-10.0315, F.A.C. (Appendix B). The test scores must be valid as of the first day of the term in which the student enrolls in the course. Scores are valid for two years from the test date.
 - Career and Workforce Certificate: Career Dual Enrollment and Career Early Admission
 - Students are not required to show evidence of readiness for college-level work on a common placement test.
- There may be program admission requirements/exit requirements for Career and Workforce Education programs and other dual enrollment eligible limited access programs. Students who enroll in Career Certificate programs may be required to complete an entry-level basic skills examination within the first six weeks after admission into the program. See the College Catalog for exemptions of basic skills requirements. Students are responsible for the costs for placement and/or exit tests.

Continued Eligibility Requirements:

- Achieve and maintain, with no exceptions, a 2.0 College GPA.
- Students cannot be scheduled to graduate high school prior to the completion of the dual enrollment course.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. The procedure is outlined in NFC's Student Handbook.

Bachelor's Degree Programs:

- Students must have successfully completed the associate degree prior to admission into the Bachelor program.
- Dual enrolled students must complete all entry requirements for the Bachelor program.
- No Bachelor level courses may be taken prior to admission into the program.
- Students must submit a written request to the Director of Dual Enrollment. The decision of the Associate Dean of Academic Affairs is final.

College-Level Course Expectations

- The College recommends all first-time dual enrollment students complete a Dual Enrollment Orientation provided by the College. The College will inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of each term.
- The student handbook is accessible through the College website. The student handbook is included in the College Catalog and details drop/add and withdrawal policies, student code of conduct, grading policies, critical dates, etc.
- The College recommends all students be advised by an NFC academic advisor after earning at least 12 credit hours.
- The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) criteria and select instructional materials. Course materials and course 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.
- While enrolled in dual enrollment courses the home education student shall be required to comply with all applicable policies and procedures which apply to North Florida College students.

Process by Which Students and Parents Exercise the Option to Participate in the Dual Enrollment Program

Application Process for New Dual Enrollment Students

Step 1: The student and parent/guardian will submit a North Florida College Dual Enrollment Application using the NFC Dual Enrollment Portal. The Parent should contact the NFC Office of Dual Enrollment for the Dual Enrollment Application. The application requires parent signature approval.

Step 2: The Parent will submit appropriate placement test scores, signed Home Education Dual Enrollment Articulation Agreement, and home school verification to the Office of Dual Enrollment by August 1 for Fall Term and December 1 for Spring Term. The Director of Dual Enrollment may make exceptions to the deadlines for extenuating circumstances. New student dual enrollment applications will only be accepted in the fall and spring terms.

Step 3: The College will send dual enrollment acceptance letters to the emails provided on the dual enrollment application. It is the student's responsibility to complete the admission process following the instructions in the letter. Upon admission to NFC, communication with the student will be through their official NFC email account. Upon admission to NFC, communication with the student will be through their official NFC email account.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Dual enrolled students will be assigned the catalog year in which they were admitted while dual enrolled. If a dual enrolled student intends to graduate from NFC prior to or simultaneously with high school graduation, the College will determine graduation requirements based on the beginning date of the student's dual enrollment participation. The Parent is responsible for ensuring the completion of requirements for graduation from high school.

Registration Process for Dual Enrolled Students

Step 1: Students must complete the Registration Request Form using the NFC Dual Enrollment Portal with their Parent's approval. The form must be completed with all the required information and course reference numbers (CRNs). NFC Advising is available for students.

Step 2: The Dual Enrollment Coordinator will register students during the advertised term registration dates for the courses that are available at the time the form is received, per College policy.

Step 3: The student should confirm registration by logging in to their MyNFC account and checking their current registration in Banner.

Course registrations are not guaranteed. Students are encouraged to submit registration requests as early as possible each term. Registration dates for each term are available on the College website.

Career and Workforce Education programs may have separate registration deadlines.

Students with incomplete applications for admissions, which includes all required signatures and placement scores, will not be allowed to register. It is the responsibility of the Parent to ensure that the student registration request and qualifying placement scores are received by the Office of Dual Enrollment prior to the published registration period each term. Registration, Drop/Add, and Withdrawal dates for each term are available on the College website. Students may not register online or directly through NFC staff.

A student may not be registered for one course and attend another course. Assuming valid reasons for a change from the course for which the student registered, the Drop/Add Form must be processed to reflect the actual situation; such paperwork must be processed immediately, not at the end of the term.

Dual enrollment courses may be taken at the main College campus, one of the College locations, or online.

Responsibilities

- The Office of Dual Enrollment will maintain records of student's placement test scores, distribute and process applications and registrations, process drop/add and withdrawal forms, and monitor grades with respect to the articulation agreement.
- The Parent and the Office of Dual Enrollment will share the responsibility for monitoring the academic progress of the home education student. The GPA earned through dual enrollment applies to the student's college GPA and high school GPA.
- The Office of Dual Enrollment will work closely with students and parents, along with College advisors, to develop student academic and education plans.
- To improve articulation and reduce excess credit hours, each student who is seeking an associate in arts degree must indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours, per section 1007.23(4), Florida Statutes.
- Students are required to secure their own Internet and computer access for classes.
- Students must follow the College calendar each term.

- Academic dishonesty and plagiarism policies are outlined in each instructor’s syllabus and the College Catalog.

Early Alerts

All faculty at the College send “early alerts” to academic advisors during a term when students are underperforming in a course. The Dual Enrollment Coordinator will send the student and the parent a copy of the unsatisfactory performance notice. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

Maximum Course Load

- Dual Enrollment: up to 11 credits per term
- Early Admission Dual Enrollment: 12-15 credits per term
- Career Dual Enrollment: up to 330 clock hours per term
- Career Early Admission: 330-480 clock hours per term

Maximum Credit Hours

Eligible secondary students are entitled to participate in dual enrollment for a maximum of 70 credit hours. Students requesting to dual enroll in excess of 70 credit hours will be required to submit a written request to the Associate Dean of Academic Affairs. The decision of the Vice President is final.

Students requesting to dual enroll in bachelor level courses will be required to submit a written request to the Director of Dual Enrollment and meet all entry requirements for the program. The decision of the Associate Dean of Academic Affairs is final.

The College limits eligible students in grades 6-8 to one course per term. The number of credit hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the Parent. The College recommends that eligible students in grades 9 and 10 limit coursework to two courses per term and students in grades 11 limit coursework to three courses per term.

All courses must be at least three (3) credits and be taken for a letter grade, not including required co-requisite courses. Students should select courses to meet degree requirements, including common prerequisite courses, in order to minimize student and state costs for excess hours.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Students must not be over age 19 by the first day of the fall term to participate in dual enrollment for that academic year. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Associate Dean of Academic Affairs. The decision of the Vice President is final.

Attendance and First Week Course Participation

Regular and consistent attendance facilitates student success. Absences in excess may impact a student’s course grade. There are no “excused” absences and students should notify the instructor when they are absent. Students are responsible for the material covered during their absence. If there is no verifiable participation within the first week of the term, the student will be dropped from the course for nonattendance. This includes all methods of delivery. Career and Workforce Education programs have specific attendance policies. See course syllabi for specific information.

Summer Dual Enrollment

Students are eligible to enroll in summer courses when offered by NFC. New dual enrollment applications will not be accepted in the summer term. Graduating high school seniors are not eligible for dual enrollment during the summer term under the dual enrollment program. If a high school senior chooses to enroll in summer courses, they must submit an NFC application and will be responsible for all tuition, fees, and instructional material.

Strategies for Academic Success

Students who do not meet the statutory eligibility requirements for dual enrollment with qualifying scores on a common placement test may dual enroll in the course Strategies for Academic Success (SLS 1103). Students who enroll in Strategies for Academic Success without qualifying scores on a common placement test must meet all eligibility requirements to continue dual enrollment the following term.

Testing

For dual enrollment purposes, students may test at the NFC Testing Center or one of the NFC locations. Testing at NFC is limited to twice each term. If ACT, SAT, ACCUPLACER, or Classic Learning Test (CLT) scores are used for placement, individual student score reports are required. See Appendix B for minimum score requirements. Students are responsible for costs associated with qualifying for their dual enrollment course/program of choice.

Grades

Final course grades are available in the student's MyNFC account following the date listed for each term on the NFC Academic Calendar. Dual enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

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 the College transcript.

Grade Forgiveness

A student who earns a grade of D or F will not be able to register the following term. After a one-term "sit out," the student may register with the approval of the Parent. Courses in which a grade of "D" or "F" is earned may be repeated one time for grade forgiveness if approved by the Parent and if the college GPA is 2.0 or higher. All grades, including those forgiven, will remain on the College transcript and may be used for admissions and financial aid eligibility. Students should check with their intended transfer institution to determine if that institution will honor grade forgiveness awarded at North Florida College.

Students are ineligible for dual enrollment if their college GPA is below 2.0 or their unweighted high school GPA is below 3.0.

Withdrawals

The Parent must submit a withdrawal request to the Office of Dual Enrollment to withdraw a student from a course. Withdrawing from a course after the drop/add period counts as an attempt and a final grade of "W" will be reflected on the student's NFC transcript. See the College Academic Calendar each term for the last Withdrawal date.

All grades, including “W” grades for withdrawal, count as course attempts and become part of the student’s permanent college transcript; they may affect subsequent postsecondary admission and financial aid. A dual enrolled student is limited to two attempts per course.

Tuition and Fees

A student enrolled as a dual enrollment student is exempt from the payment of registration, tuition, laboratory fees, and instructional materials.

Costs associated with tuition and fees, including registration and laboratory fees, will not be passed along to the student. All students are exempt from the payment of tuition and all fees, section 1007.271(2), Florida Statutes.

Textbooks and Instructional Material

- All required textbooks will be provided to students on a loan basis and must be returned to the College by the required due date at the end of the term. Items not returned by the student may result in cancellation or prevention of registration, per College procedure. The College is not required to purchase optional textbooks or instructional material.
- The College will not reimburse the home education program, parent, or student for instructional material purchased outside of the College loan process.
- Students will receive communications from the Office of Dual Enrolment, through their NFC email account, with information about receiving the required instructional material before the start of each term.

Students with Disabilities

Accommodation provisions will be individually determined by the College according to Florida Statute and Florida Administrative Codes. Students with disabilities must request accommodations from North Florida College Disability Resource Center and provide appropriate documentation to ensure that resources are made available.

Appendix A

DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don't know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

July 2012

Appendix B

Dual Enrollment Initial Eligibility and Placement

TEST	PERT	SAT	Digital SAT	ACT or ACT with Writing	Next-Generation ACCUPLACER	Classic Learning Test
			Since June 2023			
READING	106	24	490*	19	256	38**
WRITING/ ENGLISH/ LANGUAGE	103	25		17	253	
MATH						
MAT 1033 MGF 1130 MGF 1131 STA 2023	114-122	24-26	480	19-20	261 (QAS)	16
MAC 1105	123-150	26.5-40	530	21-36	263 (AAF)	19
MAC 1114 MAC 2140 MAC 2233	150	28.5-40	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>	25-36	273 (AAF)	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>
MAC 2311	150	31-40	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>	30-36	276 (AAF)	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>

*Score is Evidence-Based Reading and Writing section.

**Score is the sum of the Verbal Reasoning and Grammar/Writing sections.

A combination of scores is accepted. Scores that are more than two years old may not be used for initial placement, 1008.30, Florida Statute. Rule 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation.

ACCUPLACER Next Generation and Mathematics:

- The **QAS sub-test** cut score for “college ready” per FLDOE is 261.
 - This qualifies students to take “gateway” courses MAT 1033, MGF 1106, MGF 1107, or STA 2023 at NFC.
- Students planning to take the algebra sequence of courses at NFC must take the **AAF sub-test** and score a minimum of 263 to be eligible for MAC 1105. Otherwise, students can use MAT 1033 as a prerequisite for MAC 1105 eligibility without a score from the AAF sub-test.

August 2024

Appendix C

NFC Contact List

Department	Email	Location	Phone
Academic Affairs	Academicaffairs@nfc.edu	Building 3	850-973-9402
Academic Success Center	ASC@nfc.edu	Building 4	850-973-1719
Admissions	admissions@nfc.edu	Building 3	850-973-1622
Advising	advising@nfc.edu	Building 2	850-973-1737
Disability Resource Center	disabilityresourcecenter@nfc.edu	Building 7	850-973-9403
Library	library@nfc.edu	Building 4	850-973-1624
Live Oak Location	tuckert@nfc.edu	210 Ohio Ave North Live Oak, FL	386-364-5093
Foundation (Scholarships)	foundation@nfc.edu	Building 36	850-973-9414
Office of Dual Enrollment	dualenrollment@nfc.edu	Building 6	850-973-1628
Perry Location		319 Byron Butler Parkway Perry, FL	850-973-9499
Testing Center	testing@nfc.edu	Building 6	850-973-9451
Textbooks	summersk@nfc.edu	Building 2	850-973-1630

Name	Title	Email	Phone
John Grosskopf	NFC President	grosskopfj@nfc.edu	850-973-1601
Jennifer Page	Vice President of Academic and Student Affairs/CAO	pagej@nfc.edu	850-973-1603
Kristin Summers	Associate Dean of Academic Affairs	summersk@nfc.edu	850-973-1630
Windy Gamble	Director of Dual Enrollment	gamblew@nfc.edu	850-973-9490
Mary Frances Mauldin	Coordinator of Dual Enrollment	mauldinm@nfc.edu	850-973-1628

BE IT RESOLVED that this agreement does not supersede or release North Florida College from any legal or other obligations set forth by the State Board of Education or the State of Florida and that if any part(s) of this agreement is (are) in conflict with any law, statute, or rule, then such part(s) shall be deemed inoperative to the extent it conflicts therein and shall be modified to conform to such law, statute, or rule.

BE IT FURTHER RESOLVED that this agreement will be in effect from the date of entering into this agreement – August 1, 2025. The agreement shall be subject to annual review and renewal by North Florida College at the end of the aforementioned academic year. If any of the parties fail to follow the terms and conditions of the agreement as set forth herein, the other parties have the right to terminate this agreement immediately upon written notice to the others. Any modifications, additions, or deletions to this agreement must be made in writing and signed by the signatories of this document or their successors.

IN WITNESS WHEREOF, North Florida College has adopted this agreement and cause the same to be executed by their respective representatives and the home education participants.

We, the undersigned representative of North Florida College and the Home Education Program, agree to the terms of the program specific component of this Dual Enrollment Articulation Agreement.

Please Print:

Name of Student: _____
(First) (Middle) (Last)

Parent/Guardian Name: _____

John Grosskopf, President Date
North Florida College

Student Signature Date

Ricky Lyons, Chair Date
District Board of Trustees
North Florida College

Parent Signature Date



**DUAL ENROLLMENT
ARTICULATION AGREEMENT**

2025-2026 School Year

PERSONALIZED EDUCATION PROGRAM

AND

**THE DISTRICT BOARD OF TRUSTEES OF
NORTH FLORIDA COLLEGE**

Date Received: _____
G#: _____



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PERSONALIZED EDUCATION PROGRAM
2025-2026 Academic Year

Term of this Agreement: The Articulation Agreement is effective from August 1, 2025 through July 31, 2026 between the District Board of Trustees of North Florida College (“College”) and the above listed established Personalized Education Program (“Parent”). Further, this agreement shall continue in force from the date of the last signature and shall be subject to annual review and revision prior to the fall term, by the President (or designee) of North Florida College.

Scope of Agreement: North Florida College will structure a partnership in order to provide eligible personalized education students with access to the dual enrollment program. An eligible personalized education dual enrollment student shall be exempt from payment of tuition and instructional materials for each approved course.

Purpose of the Agreement: The purpose of this agreement is to shorten the time necessary for a student to complete their high school graduation requirements and college degree, increase depth of study, broaden educational opportunities, and empower students to pursue their educational goals as rapidly as possible.

Pursuant to section 1007.271, Florida Statutes, 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. College preparatory and physical education courses shall not be included in courses offered in the dual enrollment program.

Process for Informing Personalized Education Program Parents and Students About Dual Enrollment Opportunities

Parents are notified of the option to participate in the dual enrollment program through public announcements, email, NFC Office of Dual Enrollment website, fliers, and through the institutional course catalog. The College Office of Dual Enrollment is available to communicate with parents and students about dual enrollment.

Delineation of Courses and Programs Available

A. Dual Enrollment, Section 1007.271 Florida Statutes

Section 1007.271(1), Florida Statutes, establish that a 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.

Students enroll part-time, up to 11 credit hours per term on a part-time basis.

B. Early Admission Dual Enrollment, Section 1007.271(10), Florida Statutes

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate degree. A student must enroll in a minimum of 12 college credit hours per term; however, a student may not be required to enroll in more than 15 college credit hours per term. Students who wish to register for more than 15 credit hours per term need the permission of the Associate Dean of Academic Affairs.

C. Career Dual Enrollment, Section 1007.271(7), Florida Statutes

Career Dual Enrollment allows students to earn industry certifications which count as credits toward the high school diploma, section 1008.44, Florida Statutes. Students may take up to 330 vocational clock hours per term part-time Career Dual Enrollment.

D. Career Early Admission, Section 1007.271(11), Florida Statutes

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (330+ clock hours per term) in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need the permission of the Associate Dean of Academic Affairs. Participation in the career early admissions program is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in ninth grade.

Refer to the NFC website and College Catalog for specific programs or degrees that are dual enrollment eligible.

North Florida College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to determine its applicability to meet degree requirements. College credit courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

Dual enrollment courses may be taken at any NFC location where college courses are taught, subject to approval by the Parent. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method.

Students are permitted to enroll in these programs in fall, spring, and summer terms during school hours and after school hours. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.

Approved dual enrollment program courses are available in the document “Dual Enrollment Course-High School Subject Area Equivalency List” on the Florida Department of Education’s website. Applied academics for adult education instruction, developmental education, and other forms of

precollegiate 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.

Students who are accepted into the NFC Dual Enrollment Program may be eligible for college credit by achieving a minimum score on a College Level Examination Program (CLEP) Test, Advanced Placement (AP) Exam, or earning certifications. The dual enrolled student should submit proof of scores or certifications to the NFC.

Courses and Programs Available for Dual Enrollment: Prior to enrolling in a certification program, it is the student’s responsibility to meet with a College Academic Advisor to ensure the student meets all eligibility requirements of the program. See the NFC College Catalog for current information. NFC may add, revise, or delete courses at any time. List is subject to change without prior notice.

Associate in Arts Degree – A.A. 60 credit hours

Associate in Science Degree – A.S.

Accounting Technology 60 credit hours
 Business Administration 60 credit hours
 Criminal Justice Technology 60 credit hours
 Emergency Medical Services 73 credit hours

College Credit Certificates

Accounting Technology Management 27 credit hours
 Accounting Technology Operations 18 credit hours
 Accounting Technology Specialist 12 credit hours
 Human Resources Administrator 21 credit hours
 Business Operations 18 credit hours
 Business Management 24 credit hours
 Child Care Center Management Specialization 12 credit hours
 Criminal Justice Technology Specialist 24 credit hours
 Emergency Medical Technician (EMT-Basic) 12 credit hours
 Human Services Generalist 18 credit hours
 Preschool Specialization 12 credit hours

Career and Workforce Certificates

Program	Clock Hours	Industry Certification
Early Childhood Professional Certificate (ECPC)	600	Child Development Associate (CDA)
Florida CMS Correctional Basic Recruit Academy	420	Correctional Officer
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	1350	Air to Air Heat Pump Service Technician
Industrial Machinery Maintenance 1	750	MSSC Certified Production Technician (CPT)

Industrial Machinery Maintenance 2	600	MSSC Certified Production Technician (CPT)
Emergency Medical Responder	190	Emergency Medical Responder (EMR)

Prior to enrolling in a certification program, it is the student’s responsibility to meet with a College Academic Advisor to ensure the student meets all eligibility requirements of the program. See the NFC College Catalog for current information.

Delineation of High School Credit Earned

- The Parent is responsible for deciding the suitability of courses and ensuring completion of requirements for graduation from high school.
- Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions. See Appendix A Dual Enrollment Transfer Guarantees.
- The College shall assign letter grades to each student enrolled in a dual enrollment course. Dual enrollment courses become part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA. All grades, including “W” grades for withdrawal, count as course attempts and become part of the student’s college transcript; they may affect subsequent postsecondary admission and financial aid. A dual enrolled student is limited to two attempts per course.
- Credit earned by personalized education students through dual enrollment shall apply toward the completion of a personalized education program that meets the requirements of section 1002.395, Florida Statutes. All grades, including those attempted but not earned, must be entered on the high school transcript.
- Dual enrollment courses must apply directly toward the student’s general requirements for high school graduation, 1003.4282 and 1007.271, Florida Statutes.

Dual Enrollment Eligibility Requirements:

Initial Eligibility Requirements:

- Provide proof of award (copy of the scholarship award notification letter from Step Up for Students) and participation (copy of the award status from the EMA scholarship portal showing the current school year and award ID) in the Personalized Education Program. Students must be officially enrolled in a personalized education program in grades 6 through 12 and in compliance with section 1002.395, Florida Statutes, in the six county NFC service area. Due to grade eligibility requirements, personalized education students must state their grade level. No changes or exceptions will be made to extend grade levels or graduation dates.
- The Parent must notify the Office of Dual Enrollment if a student enrolls in a public school, private school, or home education program during the current academic year.
- Sign a Personalized Education Program Articulation Agreement.
- Be responsible for transportation.

- Students whose parents choose to teach and direct the education of their children, pursuant to section 1002.41, Florida Statutes, and who meet the eligibility requirements for dual enrollment as specified in section 1007.271 Florida Statutes, shall be permitted to enroll in dual enrollment coursework at North Florida College.
- Students must be participating in a secondary curriculum designed to accelerate toward a postsecondary degree.
- No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement scores in reading, writing, and math, with the exception of the course Strategies for Academic Success. See Appendix B.
- Placement Testing Requirements:
 - College Credit: Dual Enrollment and Early Admission Dual Enrollment
 - Students must show evidence of readiness for college-level work with appropriate scores on all sections (Reading, Writing, and Mathematics) of a common placement test for college credit dual enrollment pursuant to Rule 6A-14.064 and Rule 6A-10.0315, F.A.C. (Appendix B). The test scores must be valid as of the first day of the term in which the student enrolls in the course. Scores are valid for two years from the test date.
 - Career and Workforce Certificate: Career Dual Enrollment and Career Early Admission
 - Students are not required to show evidence of readiness for college-level work on a common placement test.
- There may be program admission requirements/exit requirements for Career and Workforce Education programs and other dual enrollment eligible limited access programs. Students who enroll in Career Certificate programs may be required to complete an entry-level basic skills examination within the first six weeks after admission into the program. See the College Catalog for exemptions of basic skills requirements. Students are responsible for the costs for placement and/or exit tests.

Continued Eligibility Requirements:

- Achieve and maintain, with no exceptions, a 2.0 College GPA.
- Students cannot be scheduled to graduate high school prior to the completion of the dual enrollment course.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. The procedure is outlined in NFC's Student Handbook.

Bachelor's Degree Programs:

- Students must have successfully completed the associate degree prior to admission into the Bachelor program.
- Dual enrolled students must complete all entry requirements for the Bachelor program.
- No Bachelor level courses may be taken prior to admission into the program.
- Students must submit a written request to the Director of Dual Enrollment. The decision of the Associate Dean of Academic Affairs is final.

College-Level Course Expectations

- The College recommends all first-time dual enrollment students complete a Dual Enrollment Orientation provided by the College. The College will inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of each term.
- The student handbook is accessible through the College website. The student handbook is included in the College Catalog and details drop/add and withdrawal policies, student code of conduct, grading policies, critical dates, etc.
- The College recommends all students be advised by an NFC academic advisor after earning at least 12 credit hours.
- The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) criteria and select instructional materials. Course materials and course 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.
- While enrolled in dual enrollment courses the personalized education student shall be required to comply with all applicable policies and procedures which apply to North Florida College students.

Process by Which Students and Parents Exercise the Option to Participate in the Dual Enrollment Program

Application Process for New Dual Enrollment Students

Step 1: The student and parent/guardian will submit a North Florida College Dual Enrollment Application using the NFC Dual Enrollment Portal. The Parent should contact the NFC Office of Dual Enrollment for the Dual Enrollment Application. The application requires parent signature approval.

Step 2: The Parent will submit appropriate placement test scores, signed Personalized Education Dual Enrollment Articulation Agreement, and proof of award and participation in PEP to the Office of Dual Enrollment by August 1 for Fall Term and December 1 for Spring Term. The Director of Dual Enrollment may make exceptions to the deadlines for extenuating circumstances. New student dual enrollment applications will only be accepted in the fall and spring terms.

Step 3: The College will send dual enrollment acceptance letters to the emails provided on the dual enrollment application. It is the student's responsibility to complete the admission process following the instructions in the letter. Upon admission to NFC, communication with the student will be through their official NFC email account. Upon admission to NFC, communication with the student will be through their official NFC email account.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Dual enrolled students will be assigned the catalog year in which they were admitted while dual enrolled. If a dual enrolled student intends to graduate from NFC prior to or simultaneously with high school graduation, the College will determine graduation requirements based on the beginning date of the student's dual enrollment participation. The Parent is responsible for ensuring the completion of requirements for graduation from high school.

Registration Process for Dual Enrolled Students

Step 1: Students must complete the Registration Request Form using the NFC Dual Enrollment Portal with their Parent's approval. The form must be completed with all the required information and course reference numbers (CRNs). NFC Advising is available for students.

Step 2: The Dual Enrollment Coordinator will register students during the advertised term registration dates for the courses that are available at the time the form is received, per College policy.

Step 3: The student should confirm registration by logging in to their MyNFC account and checking their current registration in Banner.

Course registrations are not guaranteed. Students are encouraged to submit registration requests as early as possible each term. Registration dates for each term are available on the College website.

Career and Workforce Education programs may have separate registration deadlines.

Students with incomplete applications for admissions, which includes all required signatures and placement scores, will not be allowed to register. It is the responsibility of the Parent to ensure that the student registration request and qualifying placement scores are received by the Office of Dual Enrollment prior to the published registration period each term. Registration, Drop/Add, and Withdrawal dates for each term are available on the College website. Students may not register online or directly through NFC staff.

A student may not be registered for one course and attend another course. Assuming valid reasons for a change from the course for which the student registered, the Drop/Add Form must be processed to reflect the actual situation; such paperwork must be processed immediately, not at the end of the term.

Dual enrollment courses may be taken at the main College campus, one of the College locations, or online.

Responsibilities

- The Office of Dual Enrollment will maintain records of student's placement test scores, distribute and process applications and registrations, process drop/add and withdrawal forms, and monitor grades with respect to the articulation agreement.
- The Parent and the Office of Dual Enrollment will share the responsibility for monitoring the academic progress of the PEP student. Note that the GPA earned through dual enrollment applies to the student's college GPA and high school GPA.
- The Office of Dual Enrollment will work closely with students and parents, along with College advisors, to develop student academic and education plans.
- To improve articulation and reduce excess credit hours, each student who is seeking an associate in arts degree must indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours, per section 1007.23(4), Florida Statutes.
- Students are required to secure their own Internet and computer access for classes.
- Students must follow the College calendar each term.

- Academic dishonesty and plagiarism policies are outlined in each instructor’s syllabus and the College Catalog.

Early Alerts

All faculty at the College send “early alerts” to academic advisors during a term when students are underperforming in a course. The Dual Enrollment Coordinator will send the student and the parent a copy of the unsatisfactory performance notice. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

Maximum Course Load

- Dual Enrollment: up to 11 credits per term
- Early Admission Dual Enrollment: 12-15 credits per term
- Career Dual Enrollment: up to 330 clock hours per term
- Career Early Admission: 330-480 clock hours per term

Maximum Credit Hours

Eligible secondary students are entitled to participate in dual enrollment for a maximum of 70 credit hours. Students requesting to dual enroll in excess of 70 credit hours will be required to submit a written request to the Associate Dean of Academic Affairs. The decision of the Vice President is final.

Students requesting to dual enroll in bachelor level courses will be required to submit a written request to the Director of Dual Enrollment and meet all entry requirements for the program. The decision of the Associate Dean of Academic Affairs is final.

The College limits eligible students in grades 6-8 to one course per term. The number of credit hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the Parent. The College recommends that eligible students in grades 9 and 10 limit coursework to two courses per term and students in grades 11 limit coursework to three courses per term.

All courses must be at least three (3) credits and be taken for a letter grade, not including required co-requisite courses. Students should select courses to meet degree requirements, including common prerequisite courses, in order to minimize student and state costs for excess hours.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Students must not be over age 19 by the first day of the fall term to participate in dual enrollment for that academic year. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Associate Dean of Academic Affairs. The decision of the Vice President is final.

Attendance and First Week Course Participation

Regular and consistent attendance facilitates student success. Absences in excess may impact a student’s course grade. There are no “excused” absences and students should notify the instructor when they are absent. Students are responsible for the material covered during their absence. If there is no verifiable participation within the first week of the term, the student will be dropped from the course for nonattendance. This includes all methods of delivery. Career and Workforce Education programs have specific attendance policies. See course syllabi for specific information.

Summer Dual Enrollment

Students are eligible to enroll in summer courses when offered by NFC. New dual enrollment applications will not be accepted in the summer term. Graduating high school seniors are not eligible for dual enrollment during the summer term under the dual enrollment program. If a high school senior chooses to enroll in summer courses, they must submit an NFC application and will be responsible for all tuition, fees, and instructional material.

Strategies for Academic Success

Students who do not meet the statutory eligibility requirements for dual enrollment with qualifying scores on a common placement test may dual enroll in the course Strategies for Academic Success (SLS 1103). Students who enroll in Strategies for Academic Success without qualifying scores on a common placement test must meet all eligibility requirements to continue dual enrollment the following term.

Testing

For dual enrollment purposes, students may test at the NFC Testing Center or one of the NFC locations. Testing at NFC is limited to twice each term. If ACT, SAT, ACCUPLACER, or Classic Learning Test (CLT) scores are used for placement, individual student score reports are required. See Appendix B for minimum score requirements. Students are responsible for costs associated with qualifying for their dual enrollment course/program of choice.

Grades

Final course grades are available in the student's MyNFC account following the date listed for each term on the NFC Academic Calendar. Dual enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

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 the College transcript.

Grade Forgiveness

A student who earns a grade of D or F will not be able to register the following term. After a one-term "sit out," the student may register with the approval of the Parent. Courses in which a grade of "D" or "F" is earned may be repeated one time for grade forgiveness if approved by the Parent and if the college GPA is 2.0 or higher. All grades, including those forgiven, will remain on the College transcript and may be used for admissions and financial aid eligibility. Students should check with their intended transfer institution to determine if that institution will honor grade forgiveness awarded at North Florida College.

Students are ineligible for dual enrollment if their college GPA is below 2.0 or their unweighted high school GPA is below 3.0.

Withdrawals

The Parent must submit a withdrawal request to the Office of Dual Enrollment to withdraw a student from a course. Withdrawing from a course after the drop/add period counts as an attempt and a final grade of "W" will be reflected on the student's NFC transcript. See the College Academic Calendar each term for the last Withdrawal date.

All grades, including “W” grades for withdrawal, count as course attempts and become part of the student’s permanent college transcript; they may affect subsequent postsecondary admission and financial aid. A dual enrolled student is limited to two attempts per course.

Tuition and Fees

A student enrolled as a dual enrollment student is exempt from the payment of registration, tuition, laboratory fees, and instructional materials.

Costs associated with tuition and fees, including registration and laboratory fees, will not be passed along to the student. All students are exempt from the payment of tuition and all fees, section 1007.271(2), Florida Statutes.

Textbooks and Instructional Material

- All required textbooks will be provided to students on a loan basis and must be returned to the College by the required due date at the end of the term. Items not returned by the student may result in cancellation or prevention of registration, per College procedure. The College is not required to purchase optional textbooks or instructional material.
- The College will not reimburse PEP, parent, or student for instructional material purchased outside of the College loan process.
- Students will receive communications from the Office of Dual Enrollment, through their NFC email account, with information about receiving the required instructional material before the start of each term.

Students with Disabilities

Accommodation provisions will be individually determined by the College according to Florida Statute and Florida Administrative Codes. Students with disabilities must request accommodations from North Florida College Disability Resource Center and provide appropriate documentation to ensure that resources are made available.

Appendix A

DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don't know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

July 2012

Appendix B

Dual Enrollment Initial Eligibility and Placement

TEST	PERT	SAT	Digital SAT	ACT or ACT with Writing	Next-Generation ACCUPLACER	Classic Learning Test
			Since June 2023			
READING	106	24	490*	19	256	38**
WRITING/ ENGLISH/ LANGUAGE	103	25		17	253	
MATH						
MAT 1033 MGF 1130 MGF 1131 STA 2023	114-122	24-26	480	19-20	261 (QAS)	16
MAC 1105	123-150	26.5-40	530	21-36	263 (AAF)	19
MAC 1114 MAC 2140 MAC 2233	150	28.5-40	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>	25-36	273 (AAF)	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>
MAC 2311	150	31-40	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>	30-36	276 (AAF)	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>

*Score is Evidence-Based Reading and Writing section.

**Score is the sum of the Verbal Reasoning and Grammar/Writing sections.

A combination of scores is accepted. Scores that are more than two years old may not be used for initial placement, 1008.30, Florida Statute. Rule 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation.

ACCUPLACER Next Generation and Mathematics:

- The **QAS sub-test** cut score for “college ready” per FLDOE is 261.
 - This qualifies students to take “gateway” courses MAT 1033, MGF 1106, MGF 1107, or STA 2023 at NFC.
- Students planning to take the algebra sequence of courses at NFC must take the **AAF sub-test** and score a minimum of 263 to be eligible for MAC 1105. Otherwise, students can use MAT 1033 as a prerequisite for MAC 1105 eligibility without a score from the AAF sub-test.

August 2024

Appendix C

NFC Contact List

Department	Email	Location	Phone
Academic Affairs	Academicaffairs@nfc.edu	Building 3	850-973-9402
Academic Success Center	ASC@nfc.edu	Building 4	850-973-1719
Admissions	admissions@nfc.edu	Building 3	850-973-1622
Advising	advising@nfc.edu	Building 2	850-973-1737
Disability Resource Center	disabilityresourcecenter@nfc.edu	Building 7	850-973-9403
Library	library@nfc.edu	Building 4	850-973-1624
Live Oak Location	tuckert@nfc.edu	210 Ohio Ave North Live Oak, FL	386-364-5093
Foundation (Scholarships)	foundation@nfc.edu	Building 36	850-973-9414
Office of Dual Enrollment	dualenrollment@nfc.edu	Building 6	850-973-1628
Perry Location		319 Byron Butler Parkway Perry, FL	850-973-9499
Testing Center	testing@nfc.edu	Building 6	850-973-9451
Textbooks	summersk@nfc.edu	Building 2	850-973-1630

Name	Title	Email	Phone
John Grosskopf	NFC President	grosskopfj@nfc.edu	850-973-1601
Jennifer Page	Vice President of Academic and Student Affairs/CAO	pagej@nfc.edu	850-973-1603
Kristin Summers	Associate Dean of Academic Affairs	summersk@nfc.edu	850-973-1630
Windy Gamble	Director of Dual Enrollment	gamblew@nfc.edu	850-973-9490
Mary Frances Mauldin	Coordinator of Dual Enrollment	mauldinm@nfc.edu	850-973-1628

BE IT RESOLVED that this agreement does not supersede or release North Florida College from any legal or other obligations set forth by the State Board of Education or the State of Florida and that if any part(s) of this agreement is (are) in conflict with any law, statute, or rule, then such part(s) shall be deemed inoperative to the extent it conflicts therein and shall be modified to conform to such law, statute, or rule.

BE IT FURTHER RESOLVED that this agreement will be in effect from the date of entering into this agreement – August 1, 2025. The agreement shall be subject to annual review and renewal by North Florida College at the end of the aforementioned academic year. If any of the parties fail to follow the terms and conditions of the agreement as set forth herein, the other parties have the right to terminate this agreement immediately upon written notice to the others. Any modifications, additions, or deletions to this agreement must be made in writing and signed by the signatories of this document or their successors.

IN WITNESS WHEREOF, North Florida College has adopted this agreement and cause the same to be executed by their respective representatives and the personalized education participants.

We, the undersigned representative of North Florida College and the Personalized Education Program, agree to the terms of the program specific component of this Dual Enrollment Articulation Agreement.

Please Print:

Name of Student: _____
(First) (Middle) (Last)

Parent/Guardian Name: _____

John Grosskopf, President Date
North Florida College

Student Signature Date

Ricky Lyons, Chair Date
District Board of Trustees
North Florida College

Parent Signature Date



**DUAL ENROLLMENT
ARTICULATION AGREEMENT**

2025-2026 School Year

THE PRIVATE SCHOOLS OF:

**ACHIEVERS CHRISTIAN ACADEMY
AUCILLA CHRISTIAN ACADEMY
CORINTH CHRISTIAN ACADEMY
DONALD RALPH COOKE SCHOOL
FREEDOM SCHOOL
HOLY CROSS CHRISTIAN ACADEMY**

**LIGHTHOUSE CHRISTIAN ACADEMY
MELODY CHRISTIAN ACADEMY
NEW TESTAMENT CHRISTIAN SCHOOL
POINT OF GRACE CHRISTIAN SCHOOL
TABERNACLE BAPTIST SCHOOL
WESTWOOD CHRISTIAN SCHOOL**

AND

**THE DISTRICT BOARD OF TRUSTEES OF
NORTH FLORIDA COLLEGE**

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This agreement is entered into by and between the District Board of Trustees of North Florida College, Madison, Florida, hereinafter referred to as the "College," and the private school, hereinafter referred to as the "Private School,"

WHEREAS, pursuant to section 1007.271, Florida Statutes, each school district and the Florida College System institution which serves it must enter into a dual enrollment articulation agreement; and

WHEREAS, the State Board of Education has promulgated Rule 6A-10.024, F.A.C., providing for inter alia, the establishment of joint articulation programs and agreements for college-level instruction for high school students; and

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students through the efficient use of the College's programs and resources;

NOW, THEREFORE,

The College and the Private School do hereby agree as follows:

There shall be an Articulation Council composed of no fewer than four members. The College representatives shall be the Vice President of Academic and Student Affairs, the Associate Dean of Academic Affairs, the Director of Dual Enrollment, and the Dual Enrollment Coordinator. The Private School representatives shall be the High School Principal, the Curriculum Coordinator, and the Guidance Counselor or designee.

The Articulation Council will submit the articulation agreement to the College President and the Private School for review and final approval prior to submission to the College Board of Trustees and the Private School. Upon signature, the Agreement will be in effect until July 31, ~~2025~~ 2026. The Articulation Council will review the Dual Enrollment Articulation Agreement during ~~the spring term of each year~~ each academic year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the Private School. The signed articulation agreement will be submitted by the College to the Department of Education on or before August 1, ~~2024~~ 2025.

The College President will designate the Office of Dual Enrollment as responsible for administrative oversight of the dual enrollment program. The responsibilities include registration, drop/add, attendance verification, and monitoring of the program in general.

1. A ratification or modification of all existing articulation agreements.

This agreement shall be in effect from the date of entering into this agreement until July 31, ~~2025~~ 2026. It shall replace all previous dual enrollment articulation agreements between the parties. Any requested amendments to this agreement and academic calendar shall be made by the Private School Principal to the College's Chief Academic Officer.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

It is the responsibility of the Private School to inform students of the availability of the dual enrollment program, requirements, and currently offered courses through the educational planning and the guidance process. Each school will advertise dual enrollment through a variety of methods. The Private School shall inform all eligible secondary students and their parents of dual enrollment as an educational option, including eligibility criteria and the process by which students and parents exercise their option to participate. The Private School will allow College personnel reasonable access to the schools and students for purposes of program information and dissemination.

The College shall provide a live schedule of classes on the College website and will be available to communicate directly with parents and students about dual enrollment options. The Office of Dual Enrollment will maintain the NFC Dual Enrollment website and the NFC Dual Enrollment Portal. The College will produce NFC Dual Enrollment promotional material. At the Private School's discretion, the College will mail information about dual enrollment to a list of qualified students, provided by the Private School, in the spring of each year. The College and the Private School will work collaboratively to provide annual information sessions as needed, in person or virtually, to parents and students interested in dual enrollment.

Minority enrollment is encouraged in dual enrollment programs. A high school guidance counselor, or designee, will ensure that minority students are provided information about the dual enrollment program, including the advantages afforded to students who register for college courses while in high school. Both the College and the Private School hold a shared philosophy and desire to serve the goal of increasing minority enrollment in the dual enrollment program; therefore, at the school's discretion, information about the dual enrollment program shall be provided to all students starting in middle school for the purpose of preparing students and their families for dual enrollment eligibility.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

For the purposes of the dual enrollment articulation agreement, the programs articulated under this agreement include:

A. Dual Enrollment Section 1007.271, Florida Statutes

Section 1007.271(1), Florida Statutes, establish that a 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.

Dual Enrollment students may take up to 11 credit hours per term on a part-time basis.

B. Early Admission Dual Enrollment Section 1007.271(10), Florida Statutes

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate degree. A student must enroll in a minimum of 12 college credit hours per term; however, a student may not be required to enroll in more than 15 college credit hours per term. Students who wish to register for more than 15 credit hours per term need the permission of the Associate Dean of Academic Affairs. Those students are eligible to participate in high school athletics.

C. Career Dual Enrollment Section 1007.271(7), Florida Statutes

Career Dual Enrollment allows students to earn industry certifications which count as credits toward the high school diploma, section 1008.44, Florida Statutes. Students may take up to 330 vocational clock hours per term part-time Career Dual Enrollment.

D. Career Early Admission Section 1007.271(11), Florida Statutes

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (330+ clock hours per term) in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need the permission of the Associate Dean of Academic Affairs. Participation in the career early admissions program is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in ninth grade.

Refer to the NFC website and College Catalog for specific programs or degrees that are dual enrollment eligible.

North Florida College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to determine its applicability to meet degree requirements. College credit courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

Dual enrollment courses may be taken at the College, at the student's high school site, or at any NFC location where college courses are taught, subject to approval by the high school guidance counselor or designee. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method.

Students are permitted to enroll in these programs in fall, spring, and summer terms during school hours and after school hours. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.

Approved dual enrollment program courses are available in the document "Dual Enrollment Course-High School Subject Area Equivalency List" on the Florida Department of Education website. Applied academics for adult education instruction, developmental education, and other forms of precollegiate 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.

Students who are accepted into the NFC Dual Enrollment Program may be eligible for college credit by achieving a minimum passing score on a College Level Examination Program (CLEP) Test, Advanced Placement (AP) Exam, or earning certifications. The dual enrolled student should submit proof of scores or certifications to the NFC.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

The high school will promote the dual enrollment program by informing students and their parents about the ramifications of taking college credit courses while in high school. The high school will provide parents and students who may be eligible to take dual enrollment courses with the eligibility criteria to apply and register for college courses. Students will be responsible for completing the dual enrollment application using the NFC Dual Enrollment Portal. The high school counselor will approve dual enrollment applications using the NFC Dual Enrollment Portal. Career and Workforce Education programs may have a separate application process.

Application Process for New Dual Enrollment Students

Step 1: Students meet with the high school guidance counselor to determine dual enrollment options.

Step 2: Students complete the NFC dual enrollment application using the NFC Dual Enrollment Portal. The NFC Dual Enrollment Portal link will be provided by the high school. The application requires parent approval. Students must sign a Private School Articulation Agreement (Appendix D), section 1007.271(24)(a)(3), Florida Statutes and provide proof of enrollment in a Private School, Section 1007.271(24)(a)(1), Florida Statutes.

Step 3: The high school will approve dual enrollment applications using the NFC Dual Enrollment Portal. Dual Enrollment applications must be submitted by students and approved by guidance counselors by August 1 for the Fall Term and December 1 for the Spring Term. The Director of Dual Enrollment may make exceptions to the deadlines for extenuating circumstances. New student dual enrollment applications will only be accepted in the fall and spring terms. Completed applications will include the NFC application and submission of scores on a common placement test(s). The high school will confirm the student has the appropriate unweighted high school GPA and placement scores to be eligible for dual enrollment prior to approving the application in the NFC Dual Enrollment Portal.

Step 4: The College will send dual enrollment acceptance letters to the emails provided on the dual enrollment application. It is the student's responsibility to complete the admission process following the instructions in the letter. Upon admission to NFC, communication with the student will be through their official NFC email account.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete applications will cause delays that may prevent registration into the desired course or program.

Dual enrolled students will be assigned the catalog year in which they were admitted while dual enrolled. If a dual enrolled student intends to graduate from NFC prior to or simultaneously with high school graduation, the College will determine graduation requirements based on the beginning date of the student's dual enrollment participation.

The Private School is responsible for ensuring completion of requirements for graduation from high school for students approved for early admission.

Maximum Course Load

- Dual Enrollment: up to 11 credits per term
- Early Admission Dual Enrollment: 12 – 15 credits per term
- Career Dual Enrollment: up to 330 clock hours per term
- Career Early Admission: 330-480 clock hours per term

Maximum Credit Hours

- Eligible secondary students are entitled to participate in dual enrollment for a maximum of 70 credit hours. Students requesting to dual enroll in excess of 70 credit hours will be required to submit a written request to the Associate Dean of Academic Affairs. The decision of the Vice President is final.
- Students requesting to dual enroll in bachelor level courses will be required to submit a written request to the Director of Dual Enrollment and meet all entry requirements for the program. The decision of the Associate Dean of Academic Affairs is final.
- The College limits eligible students in grades 6-8 to one course per term. The number of credit hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible students in grades 9 and 10 limit coursework to two courses per term and students in grades 11 limit coursework to three courses per term.
- All courses must be at least three (3) credits and be taken for a letter grade, not including required co-requisite courses. Students should select courses to meet degree requirements, including common prerequisite courses, in order to minimize student and state costs for excess hours.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Students must not be over age 19 by the first day of the fall semester to participate in dual enrollment for that academic year. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Associate Dean of Academic Affairs. The decision of the Vice President is final.

Attendance & First Week Course Participation

Regular and consistent attendance facilitates student success. Absences in excess may impact a student's course grade. There are no "excused" absences and students should notify the instructor when they are absent. Students are responsible for the material covered during their absence. If there is no verifiable participation within the first week of the term, the student will be dropped from the course for nonattendance. This includes all methods of delivery. Career and Workforce Education programs have specific attendance policies. See course syllabi for specific information.

Summer Dual Enrollment

Students are eligible to dual enroll in summer courses when offered by NFC. New dual enrollment applications will not be accepted in the summer term. Graduating high school seniors are not eligible for dual enrollment during the summer term under the dual enrollment program. If a high school senior chooses to enroll in summer courses, they must submit an NFC application and will be responsible for all tuition, fees, and instructional material.

Strategies for Academic Success

Students who do not meet the statutory eligibility requirements for dual enrollment with qualifying scores on a common placement test may dual enroll in the course Strategies for Academic Success (SLS 1103). An unweighted high school GPA of 3.0 is required. Students who enroll in Strategies for Academic Success without qualifying scores on a common placement test must meet all eligibility requirements to continue dual enrollment the following term.

Testing

For dual enrollment purposes, high school students may test in the NFC Testing Center or one of the NFC locations. Testing at an NFC location is limited to twice each term. If ACT, SAT, ACCUPLACER, or Classic Learning Test (CLT) scores are used for placement, individual student score reports are required. See Appendix B for minimum score requirements. Students are responsible for costs associated with qualifying for their dual enrollment course/program of choice.

Grades

Dual enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA, as well as the high school GPA.

The College shall assign letter grades to each student enrolled in a dual enrollment course. The letter grade assigned by the College will be posted to the student's high school transcript by the Private School, section 1007.271(20), Florida Statutes.

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 the College transcript.

If an emergency prevents the instructor from assigning final grades, the College department chair using original student records, course syllabus, and other appropriate information, will assign final grades.

Grade Forgiveness

A student who earns a grade of D or F will not be able to register the following term. After a one-term "sit out," the student may register with the approval of the high school counselor or designee. Courses in which a grade of "D" or "F" is earned may be repeated one time for grade forgiveness if approved by the high school counselor or designee and if the college GPA is 2.0 or higher. All grades, including those forgiven, will remain on the College transcript and may be used for admissions and financial aid eligibility. Students should check with their intended transfer institution to determine if that institution will honor grade forgiveness awarded at North Florida College.

Students are ineligible for dual enrollment if their college GPA is below 2.0 or their unweighted high school GPA is below 3.0.

Withdrawals

Students must contact their guidance counselor to withdraw from a course. The guidance counselor will submit the withdrawal with the required signatures to the Dual Enrollment Coordinator to withdraw a student from a course. Withdrawing from a course after the drop/add period counts as

an attempt and a final grade of “W” will be reflected on the student’s NFC transcript. See the College Academic Calendar each term for the last Withdrawal date.

If a dual enrolled student withdraws from a college credit course and receives a grade of “W,” the high school guidance counselor or designee makes the determination whether or not the student registers for the next term. Any student receiving a “W” grade in a course may repeat the course with the approval of the high school counselor or designee.

All grades, including “W” grades for withdrawal, count as course attempts and become part of the student’s college transcript; they may affect subsequent postsecondary admission and financial aid. A dual enrolled student is limited to two attempts per course.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

Initial Dual Enrollment Eligibility Requirements:

- High School GPA and Placement Testing Requirements
 - College Credit: Dual Enrollment and Early Admission Dual Enrollment
 - 3.0 unweighted high school GPA.
 - Students must show evidence of readiness for college-level work with appropriate scores on all sections (Reading, Writing, and Mathematics) of a common placement test for college credit dual enrollment pursuant to Rule 6A-14.064 and Rule 6A-10.0315, F.A.C. (Appendix B). The test scores must be valid as of the first day of the term in which the student enrolls in the course. Scores are valid for two years from the test date.
 - Career and Workforce Certificate: Career Dual Enrollment and Career Early Admission
 - 2.0 unweighted high school GPA.
- No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores in reading, writing, and math, with the exception of the course Strategies for Academic Success. See Appendix B.
- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education or personalized education program.
- There may be program admission requirements/exit requirements for Career and Workforce Education programs and other dual enrollment eligible limited access programs. Students who enroll in Career and Workforce Education programs may be required to complete an entry-level basic skills examination within the first six weeks after admission into the program. See the College Catalog for exemptions of basic skills requirements. Students are responsible for the costs for placement and/or exit tests.

The high school guidance office is responsible for verifying that the student has earned the required scores on the proper placement test(s) in order to register for a specific course(s). The guidance counselor or designee at the high school will approve the student registration request to verify that the student is eligible to take the dual enrollment course(s) and meets dual enrollment high school GPA requirements each term.

Continued Dual Enrollment Eligibility Requirements:

- Achieve and maintain, with no exceptions, a 2.0 College GPA.
- Maintain, with no exceptions, an unweighted 3.0 high school GPA for college credit courses.
- Maintain, with no exceptions, an unweighted 2.0 high school GPA for career certificate dual enrollment courses.
- Students cannot be scheduled to graduate high school prior to the completion of the dual enrollment course.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. The procedure is outlined in NFC's Student Handbook.

Bachelor's Degree Programs:

- Students must have successfully completed the associate's degree prior to admission into the Bachelor program.
- Dual enrolled students must complete all entry requirements for the Bachelor program.
- No Bachelor level courses may be taken prior to admission into the program.
- Students must submit a written request to the Director of Dual Enrollment. The decision of the Associate Dean of Academic Affairs is final.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy, or District Board or Education Policy. The high school credit awarded may be found in the Dual Enrollment Course – High School Subject Area Equivalency List which is available on the Florida Department of Education website.

The high school guidance office is responsible for dual enrollment students as to the courses which may be used to meet high school graduation requirements. Dual enrollment courses must apply directly toward the student's general requirements for high school graduation, 1003.4282 and 1007.271, Florida Statutes. The Private School will apply all credits earned through dual enrollment as subject area or elective credits toward high school graduation requirements. All credits not earned but attempted must be entered on the high school transcript.

7. A description of the process for informing students and their parents of college-level course expectations.

The Private School and the College will work collaboratively to notify students and their parents of college-level course expectations. The College recommends all first-time dual enrollment students to complete a Dual Enrollment Orientation provided by the College. The College recommends all students be advised by an NFC academic advisor after earning at least 12 credit hours.

The student handbook is included in the College Catalog and details drop/add and withdrawal policies, student code of conduct, grading policies, critical dates, etc.

The College will inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of each term. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) criteria and select instructional materials. Course materials and course 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.

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

The College does not allow exceptions to the GPA requirement as specified in section 1007.271, Florida Statutes.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

Step 1: Students meet with the high school guidance counselor to assist with choosing appropriate courses. NFC advising is available for students.

Step 2: Students must complete the Registration Request Form using the NFC Dual Enrollment Portal with their high school counselor's approval. The form must be completed with all the required information and course reference numbers (CRNs). The high school counselor, or designee, will approve all Registration Request Forms using the NFC Dual Enrollment Portal.

Step 3: The Dual Enrollment Coordinator will register the students during the advertised term registration dates for the courses that are available, per College policy. Individual student GPA's must be verified each term by the high school.

Step 4: The student should confirm registration by logging into their MyNFC account and checking their current registration in Banner.

Course registrations are not guaranteed. Students are encouraged to submit registration requests as early as possible each term. Registration dates for each term are available on the College website.

Career and Workforce Education programs may have separate registration deadlines.

Students with incomplete applications for admissions, which includes all required signatures and placement scores, will not be allowed to register. It is the responsibility of the high school to ensure that all student registration requests and qualifying placement scores are received by the Office of Dual Enrollment prior to the published registration period each term. Registration, drop/add, and withdrawal dates for each term are available on the College website. Students will register for courses through their high school counselor; they may not register online or directly through NFC staff.

A student may not be registered for one course and attend another course. Assuming valid reasons for a change from the course for which the student registered, the Drop/Add Form must be processed to reflect the actual situation; such paperwork must be processed immediately, not at the end of the term.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

The College does not make any exceptions to rules, guidelines, or expectations for faculty members.

Criteria for Accreditation:

The selection, development, and retention of competent faculty at all academic levels are of major importance to the educational quality of dual enrollment programs. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria require that NFC provide evidence that it has employed faculty members qualified to accomplish the purposes of the program and the institution as well as fulfill the intent of SACSCOC accreditation guidelines. Faculty must meet the requirements of SACSCOC criteria for academic and professional preparation. The

credentials for all full-time and adjunct instructors in all programs will be maintained in the office of the Executive Director of Employee Services.

High School Faculty Personnel Assignments:

- The Associate Dean of Academic Affairs will be responsible for approving faculty to teach dual enrollment courses. The high school is responsible for providing the Associate Dean of Academic Affairs with the graduate transcripts of the faculty member that desires to teach an NFC course.
- The faculty assigned to teach dual enrollment courses will meet SACSCOC criteria.
- Private School faculty approved to teach dual enrollment courses on the high school campus during regular high school hours are paid for by the private school.
- There will be an onboarding process for faculty assigned to teach dual enrollment courses. Faculty are required to meet with the designated NFC Department Chair before their course start date.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

The College student handbook does not state any exception to rules, guidelines, or expectations for faculty members, Section 1007.271(5)(a), Florida Statutes and 6A-14.064, F.A.C.

12. The responsibilities of the private school regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

The Private School will designate an individual responsible for serving as the contact person for dual enrollment. The Private School will provide the College with an updated contact list each year. The College will provide the Private School with an updated College contact list each year. See Appendix C. The high school will be responsible for the following administrative tasks:

- Identifying students who may be eligible for dual enrollment.
- Verifying that the student is eligible to register for dual enrollment courses based on qualifying scores on a common placement test, high school GPA, and readiness for college.
- Ensuring that the student registration requests are in received by the Office of Dual Enrollment in accordance with the published registration period each term.
- Assuring reasonable access to schools and students by College personnel for purposes of program information and dissemination.
- Adhering to the College calendar.
- Ensuring students meet high school graduation requirements and advising students about Bright Futures eligibility.
- Notifying the College if a student withdraws from the high school before completing the College term.

The evaluation of students and the assigning of grades are the prerogatives and responsibilities of the faculty member assigned to teach the course in which the students are enrolled. The method for

determining the final course grade, including activities to be graded and their respective weighting shall be specified in the course syllabus and distributed to the student. The instructor of record must assign all grades in a given course.

If an emergency prevents the instructor from assigning final grades, the College department chair using original student records, course syllabus, and other appropriate information, will assign final grades.

Academic dishonesty and plagiarism policies are outlined in each instructor's syllabus and the College Catalog.

Early Alerts

All faculty at the College send "early alerts" to academic advisors during a term when students are underperforming in a course. The Dual Enrollment Coordinator will send the student and the high school guidance office a copy of the unsatisfactory performance notice. A record of each early alert is available in the Dual Enrollment Portal. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

The Office of Dual Enrollment will work closely with students, schools, and the high school guidance professionals, along with College advisors, to develop student academic and education plans. To improve articulation and reduce excess credit hours, each student who is seeking an associate in arts degree must indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours, per section 1007.23(4), Florida Statutes.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the private school.

The College will maintain official student records in the Office of the Registrar. The Office of Dual Enrollment will send student letter grades to the high school guidance office within ten (10) days of the last class day of the College term. This letter grade shall be posted to the high school transcript, section 1007.271(20), Florida Statutes.

The College and Private School shall jointly assume responsibility for the implementation and enforcement of any rights and responsibilities that arise by the creation, maintenance, and use of any "records" and "reports" regarding any high school students enrolled in accordance with all applicable laws, including but not limited to section 1002.22, Florida Statutes. Each shall be responsible for "records" and "reports" maintained, housed, or stored by the respective institutions.

14. A funding provision that delineates costs incurred by each entity.

Tuition & Fees

- The College application fee will not be assessed while students participate in the Dual Enrollment Program. However, the application fee will be assessed when students enter a degree program at North Florida College following graduation from high school.
- A student participating in a dual enrollment program must meet the minimum eligibility requirements specified in section 1007.271, Florida Statutes. The College will seek

reimbursement for dual enrollment tuition and instructional material through the Dual Enrollment Scholarship Program, section 1009.30, Florida Statutes. In order to submit a request for reimbursement through the Dual Enrollment Scholarship Program, a postsecondary institution will be required to have an approved private school Dual Enrollment Articulation Agreement with each school for which they intend to seek reimbursement on file with the Office of Articulation.

- Costs associated with tuition and fees, including registration, and laboratory fees, will not be passed along to the student. All students are exempt from the payment of tuition and all fees, section 1007.271(2), Florida Statutes.

Textbooks

- The choice of textbooks and instructional materials shall be a College responsibility with the actual selection being a function of the faculty teaching a specific course.
- The College, through the Office of Dual Enrollment, will provide Private School students with the required instructional material on a loan basis. Students must return the loaned instructional material by the due date each term. Items not returned by the student may result in cancellation or prevention of registration, per College procedure.
- Instructional material shall include, but not be limited to, textbooks, consumables, and online codes, section 1006.29(2), Florida Statutes.
- The Private School will collaborate with the Office of Dual Enrollment and assist with the distribution and collection of instructional material.
- The College will not reimburse the Private School, students, or parents for instructional material purchased outside of the College loan process.
- The College is not required to purchase optional course material.
- Students will receive communication from the Office of Dual Enrollment, through their NFC email account, with information about receiving their required instructional material each term.

15. Any institutional responsibilities for student transportation, if provided.

The student, the parents of said student, or the Private School shall provide transportation.

16. Section 1007.271(25), Florida Statutes, requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

- The school guidance counselor or designee will ensure that qualified students with disabilities (including those who have Individual Education Plans or 504 Plans) are provided information about the dual enrollment program. The Private School understands that the accommodations and modifications provided to the student under the IEP are not automatically provided in the postsecondary setting. The College has a separate procedure for approving accommodations for students with disabilities. The Private School will refer

the student and his/her parents to the Disability Resource Center on the College's main campus and will provide copies of relevant documentation to the College. This contract serves as a release of information. Accommodations from the College will proceed upon completion of the intake with the parent, and student and NFC Faculty's receipt of appropriate records.

- Accommodation provisions will be individually determined by the College according to Florida Statute and Florida Administrative Codes. The College agrees to arrange and provide accommodations for dual enrolled students receiving instruction at the College campus or one of its locations. The Private School agrees to arrange and provide accommodations for dual enrolled students receiving instruction on the high school campus. The high school guidance counselor will ensure that the College determinations are followed at the high school campus. The Private School is responsible for ensuring that the student receives all accommodations determined by the College. If a high school student has a dedicated, paid staff member as an aid/assistant, the Private School agrees to send that staff member with the student to the College courses. The College does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case-by-case basis between the parties.

17. Program Review and Reporting. The College will analyze student performance in the Dual Enrollment Program to ensure that the level of preparation and student success is comparable to non-dual enrollment course sections. This analysis will be shared with the Private School. Rule 6A-14.064(5).

Appendix A

Dual Enrollment Eligible Degrees and Certificates

3.0 High School Unweighted GPA Required and Qualifying Test Scores on a Common Placement Test

Associate in Arts Degree – A.A. 60 credit hours

Associate in Science Degree – A.S.

Accounting Technology 60 credit hours

Business Administration 60 credit hours

Criminal Justice Technology 60 credit hours

Emergency Medical Services 73 credit hours

College Credit Certificates

Accounting Technology Management 27 credit hours

Accounting Technology Operations 18 credit hours

Accounting Technology Specialist 12 credit hours

Human Resources Administrator 21 credit hours

Business Operations 18 credit hours

Business Management 24 credit hours

Child Care Center Management Specialization 12 credit hours

Criminal Justice Technology Specialist 24 credit hours

Emergency Medical Technician (EMT-Basic) 12 credit hours

Human Services Generalist 18 credit hours

Preschool Specialization 12 credit hours

2.0 High School Unweighted GPA Required

Career and Workforce Certificates

Program	Clock Hours	Industry Certification
Early Childhood Professional Certificate (ECPC)	600	Child Development Associate (CDA)
Florida CMS Correctional Basic Recruit Academy	420	Correctional Officer
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	1350	Air to Air Heat Pump Service Technician
Industrial Machinery Maintenance 1	750	MSSC Certified Production Technician (CPT)
Industrial Machinery Maintenance 2	600	MSSC Certified Production Technician (CPT)
Emergency Medical Responder	190	Emergency Medical Responder (EMR)

Prior to enrolling in a certification program, it is the student’s responsibility to meet with a College Academic Advisor to ensure the student meets all eligibility requirements of the program. See the NFC College Catalog for current information.

*Subject to change without prior notice.

Appendix B

Dual Enrollment Initial Eligibility and Placement

TEST	PERT	SAT	Digital SAT	ACT or ACT with Writing	Next-Generation ACCUPLACER	Classic Learning Test
			Since June 2023			
READING	106	24	490*	19	256	38**
WRITING/ ENGLISH/ LANGUAGE	103	25		17	253	
MATH						
MAT 1033 MGF 1130 MGF 1131 STA 2023	114-122	24-26	480	19-20	261 (QAS)	16
MAC 1105	123-150	26.5-40	530	21-36	263 (AAF)	19
MAC 1114 MAC 2140 MAC 2233	150	28.5-40	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>	25-36	273 (AAF)	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>
MAC 2311	150	31-40	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>	30-36	276 (AAF)	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>

*Score is Evidence-Based Reading and Writing section.

**Score is the sum of the Verbal Reasoning and Grammar/Writing sections.

A combination of scores is accepted. Scores that are more than two years old may not be used for initial placement, 1008.30, Florida Statute. Rule 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation.

ACCUPLACER Next Generation and Mathematics:

- The **QAS sub-test** cut score for “college ready” per FLDOE is 261.
 - This qualifies students to take “gateway” courses MAT 1033, MGF 1130, MGF 1131, or STA 2023 at NFC.
- Students planning to take the algebra sequence of courses at NFC must take the **AAF sub-test** and score a minimum of 263 to be eligible for MAC 1105. Otherwise, students can use MAT 1033 as a prerequisite for MAC 1105 eligibility without a score from the AAF sub-test.

August 2024

Appendix C

NFC Contact List

Department	Email	Location	Phone
Academic Affairs	Academicaffairs@nfc.edu	Building 3	850-973-9402
Academic Success Center	ASC@nfc.edu	Building 4	850-973-1719
Admissions	admissions@nfc.edu	Building 3	850-973-1622
Advising	advising@nfc.edu	Building 2	850-973-1737
Disability Resource Center	disabilityresourcecenter@nfc.edu	Building 7	850-973-9403
Library	library@nfc.edu	Building 4	850-973-1624
Live Oak Location	tuckert@nfc.edu	210 Ohio Ave North Live Oak, FL	386-364-5093
Foundation (Scholarships)	foundation@nfc.edu	Building 36	850-973-9414
Office of Dual Enrollment	dualenrollment@nfc.edu	Building 6	850-973-1628
Perry Location		319 Byron Butler Parkway Perry, FL	850-973-9499
Testing Center	testing@nfc.edu	Building 6	850-973-9451
Textbooks	summersk@nfc.edu	Building 2	850-973-1630

Name	Title	Email	Phone
Dr. John Grosskopf	NFC President	grosskopfj@nfc.edu	850-973-1601
Jennifer Page	Vice President of Academic and Student Affairs/CAO	pagej@nfc.edu	850-973-1603
Kristin Summers	Associate Dean of Academic Affairs	summersk@nfc.edu	850-973-1630
Windy Gamble	Director of Dual Enrollment	gamblew@nfc.edu	850-973-9490
Mary Frances Mauldin	Coordinator of Dual Enrollment	mauldinm@nfc.edu	850-973-1628

Appendix D

**2025-2026 Dual Enrollment Articulation Agreement
Private School
Student Signature Page**

I have reviewed the 2025-2026 Dual Enrollment Articulation Agreement and understand the requirements and expectations of a dual enrolled student at North Florida College.

Print Student Name

Private School Name

Student Signature

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Charles Barrett, Principal
Achievers Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Richard Finlayson, Principal
Aucilla Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Floyd Faglie, Chair
Aucilla Christian Academy

Date

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Karen Godwin, Principal
Corinth Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

School Board Chair
Corinth Christian Academy

Date

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Dana Drawdy, Director of Education
Donald Ralph Cooke School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

School Board Chair
Donald Ralph Cooke School

Date

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Kimberly Hammock, Director
Freedom School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

School Board Chair
Freedom School

Date

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Wende Rosado, Principal
Holy Cross Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Wende Rosado, Principal
Lighthouse Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

School Board Chair
Lighthouse Christian Academy

Date

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Amanda Davis, Principal
Melody Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

School Board Chair
Melody Christian Academy

Date

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Shannon Kinsey, Principal
New Testament Christian School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

School Board Chair
New Testament Christian School

Date

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Randy Maubach, Principal
Point of Grace Christian School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

School Board Chair
Point of Grace Christian School

Date

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Gil Rozer, Principal
Tabernacle Baptist School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

We, the undersigned representatives of North Florida College and the Private School, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Bill Yanossy, Principal
Westwood Christian School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

School Board Chair
Westwood Christian School

Date

Date



**DUAL ENROLLMENT
ARTICULATION AGREEMENT**

2025-2026 School Year

THE SCHOOL BOARDS OF:

**HAMILTON COUNTY
JEFFERSON COUNTY
LAFAYETTE COUNTY**

**MADISON COUNTY
SUWANNEE COUNTY
TAYLOR COUNTY**

AND

**THE DISTRICT BOARD OF TRUSTEES OF
NORTH FLORIDA COLLEGE**

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This agreement is entered into by and between the District Board of Trustees of North Florida College, Madison, Florida, hereinafter referred to as the "College," and the District School Boards of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor County, hereinafter referred to as the "School Board,"

WHEREAS, pursuant to section 1007.271, Florida Statutes, each school district and the Florida College System institution which serves it must enter into a dual enrollment articulation agreement; and

WHEREAS, the State Board of Education has promulgated Rule 6A-10.024, F.A.C., providing for inter alia, the establishment of joint articulation programs and agreements for college-level instruction for high school students; and

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students through the efficient use of the College's programs and resources;

NOW, THEREFORE,

The College and the School Board do hereby agree as follows:

There shall be an Articulation Council composed of no fewer than four members. The College representatives shall be the Vice President of Academic and Student Affairs, the Associate Dean of Academic Affairs, the Director of Dual Enrollment, and the Dual Enrollment Coordinator. The School Board representatives shall be the High School Principal, the Curriculum Coordinator, and the Guidance Counselor or designee.

The Articulation Council will submit the articulation agreement to the College President and the School District Superintendent for review and final approval prior to submission to the College Board of Trustees and the School Board. Upon signature, the Agreement will be in effect until July 31, ~~2025~~ 2026. The Articulation Council will review the Dual Enrollment Articulation Agreement during ~~the spring term of each year~~ each academic year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the School District Superintendent. The signed articulation agreement will be submitted by the College to the Department of Education on or before August 1, ~~2024~~ 2025.

The College President will designate the Office of Dual Enrollment as responsible for administrative oversight of the dual enrollment program. The responsibilities include registration, drop/add, attendance verification, and monitoring of the program in general.

1. A ratification or modification of all existing articulation agreements.

This agreement shall be in effect from the date of entering into this agreement until July 31, ~~2025~~ 2026. It shall replace all previous dual enrollment articulation agreements between the parties. Any requested amendments to this agreement and academic calendar shall be made by the district's Superintendent to the College's Chief Academic Officer.

Early College Contract: The School Boards and the College also maintain an Early College Contract for the Sentinel Scholars Collegiate Academy Memorandum of Understanding that is a structured high school acceleration program in which a cohort of students is enrolled full time in postsecondary courses toward an associate degree, section 1007.273, Florida Statutes.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

It is the responsibility of the district schools to inform students of the availability of the dual enrollment program, requirements, and currently offered courses through the educational planning and the guidance process. Each school will advertise dual enrollment through a variety of methods. The district schools shall inform all eligible secondary students and their parents of dual enrollment as an educational option, including eligibility criteria and the process by which students and parents exercise their option to participate. The district schools will allow College personnel reasonable access to the schools and students for purposes of program information and dissemination.

The College shall provide a live schedule of courses on the College website and will be available to communicate directly with parents and students about dual enrollment options. The Office of Dual Enrollment will maintain the NFC Dual Enrollment website and the NFC Dual Enrollment Portal. The College will produce NFC Dual Enrollment promotional material. The College will mail information about dual enrollment to a list of qualified students, provided by the School Board, in the spring of each year. The College and the district schools will work collaboratively to provide annual information sessions as needed, in person or virtually, to parents and students interested in dual enrollment.

Minority enrollment is encouraged in dual enrollment programs. A high school guidance counselor, or designee, will ensure that minority students are provided information about the dual enrollment program, including the advantages afforded to students who register for college courses while in high school. Both the College and the School Board hold a shared philosophy and desire to serve the goal of increasing minority enrollment in the dual enrollment program; therefore, at the school district's discretion, information about the dual enrollment program shall be provided to all students starting in middle school for the purpose of preparing students and their families for dual enrollment eligibility.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

For the purposes of the dual enrollment articulation agreement, the programs articulated under this agreement include:

A. Dual Enrollment, Section 1007.271, Florida Statutes

Section 1007.271(1), Florida Statutes, establish that a 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.

Dual Enrollment students may take up to 11 credit hours per term on a part-time basis.

B. Early Admission Dual Enrollment, Section 1007.271(10), Florida Statutes

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate degree. A student must enroll in a minimum of 12 college credit hours per term; however, a student may not be required to enroll in more than 15 college credit hours per term. Students who wish to register for more than 15 credit hours per term need the permission of the Associate Dean of Academic Affairs. Those students are eligible to participate in high school athletics.

C. Career Dual Enrollment, Section 1007.271(7), Florida Statutes

Career Dual Enrollment allows students to earn industry certifications which count as credits toward the high school diploma, section 1008.44, Florida Statutes. Students may take up to 330 vocational clock hours per term part-time Career Dual Enrollment.

D. Career Early Admission, Section 1007.271(11), Florida Statutes

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (330+ clock hours per term) in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need the permission of the Associate Dean of Academic Affairs. Participation in the career early admissions program is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in ninth grade.

E. Early College Program, Section 1007.273, Florida Statutes

The Early College Program is an option for public school students to enroll in a structured high school acceleration program in which a cohort of students is enrolled full-time in postsecondary courses toward an associate degree. The early college program must prioritize courses applicable as general education core courses under section 1007.25, Florida Statutes for an associate degree or a baccalaureate degree.

Refer to the NFC website and College Catalog for specific programs or degrees that are dual enrollment eligible.

North Florida College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to determine its applicability to meet degree requirements. College credit courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

Dual enrollment courses may be taken at the College, at the student's high school site, or at any NFC location where college courses are taught, subject to approval by the high school guidance counselor or designee. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method.

Students are permitted to enroll in these programs in fall, spring, and summer terms during school hours and after school hours. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.

Approved dual enrollment program courses are available in the document "Dual Enrollment Course-High School Subject Area Equivalency List" on the Florida Department of Education website. Applied academics for adult education instruction, developmental education, and other forms of precollegiate 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.

Students who are accepted into the NFC Dual Enrollment Program may be eligible for college credit by achieving a minimum passing score on a College Level Examination Program (CLEP) Test, Advanced Placement (AP) Exam, or earning certifications. The dual enrolled student should submit proof of scores or certifications to NFC.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

The high school will promote the dual enrollment program by informing students and their parents about the ramifications of taking college credit courses while in high school. The high school will provide parents and students who may be eligible to take dual enrollment courses with the eligibility criteria to apply and register for college courses. Students will be responsible for completing the dual enrollment application using the NFC Dual Enrollment Portal. The high school counselor will approve dual enrollment applications using the NFC Dual Enrollment Portal. Career and Workforce Education programs may have a separate application process.

Application Process for New Dual Enrollment Students

Step 1: Students meet with the high school guidance counselor to determine dual enrollment options.

Step 2: Students complete the NFC dual enrollment application using the NFC Dual Enrollment Portal. The NFC Dual Enrollment Portal link will be provided by the high school. The application requires parent approval.

Step 3: The high school will approve dual enrollment applications using the NFC Dual Enrollment Portal. Dual Enrollment applications must be submitted by students and approved by guidance counselors by August 1 for the Fall Term and December 1 for the Spring Term. The Director of Dual Enrollment may make exceptions to the deadlines for extenuating circumstances. New student dual enrollment applications will only be accepted in the fall and spring terms. Completed applications will include the NFC application and submission of scores on a common placement test(s). The high school will confirm the student has the appropriate unweighted high school GPA and placement scores to be eligible for dual enrollment prior to approving the application in the NFC Dual Enrollment Portal.

Step 4: The College will send dual enrollment acceptance letters to the emails provided on the dual enrollment application. It is the student's responsibility to complete the admission process following the instructions in the letter. Upon admission to NFC, communication with the student will be through their official NFC email account.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete applications will cause delays that may prevent registration into the desired course or program.

Dual enrolled students will be assigned the catalog year in which they were admitted while dual enrolled. If a dual enrolled student intends to graduate from NFC prior to or simultaneously with high school graduation, the College will determine graduation requirements based on the beginning date of the student's dual enrollment participation.

The district schools are responsible for ensuring the completion of requirements for graduation from high school for students approved for early admission.

Maximum Course Load

- Dual Enrollment: up to 11 credits per term
- Early Admission Dual Enrollment: 12-15 credits per term
- Career Dual Enrollment: up to 330 clock hours per term
- Career Early Admission: 330-480 clock hours per term

Maximum Credit Hours

- Eligible secondary students are entitled to participate in dual enrollment for a maximum of 70 credit hours. Students requesting to dual enroll in excess of 70 credit hours will be required to submit a written request to the Associate Dean of Academic Affairs. The decision of the Vice President is final.
- Students requesting to dual enroll in bachelor level courses will be required to submit a written request to the Director of Dual Enrollment and meet all entry requirements for the program. The decision of the Associate Dean of Academic Affairs is final.
- The College limits eligible students in grades 6-8 to one course per term. The number of credit hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible students in grades 9 and 10 limit coursework to two courses per term and students in grades 11 limit coursework to three courses per term.
- All courses must be at least three (3) credits and be taken for a letter grade, not including required co-requisite courses. Students should select courses to meet degree requirements, including common prerequisite courses, in order to minimize student and state costs for excess hours.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Students must not be over age 19 by the first day of the fall term to participate in dual enrollment for that academic year. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Associate Dean of Academic Affairs. The decision of the Vice President is final.

Attendance & First Week Course Participation

Regular and consistent attendance facilitates student success. Absences in excess may impact a student's course grade. There are no "excused" absences and students should notify the instructor when they are absent. Students are responsible for the material covered during their absence. If there is no verifiable participation within the first week of the term, the student will be dropped from the course for nonattendance. This includes all methods of delivery. Career and Workforce Education programs have specific attendance policies. See course syllabi for specific information.

Summer Dual Enrollment

Students are eligible to dual enroll in summer courses when offered by NFC. New dual enrollment applications will not be accepted in the summer term. Graduating high school seniors are not eligible for dual enrollment during the summer term under the dual enrollment program. If a high school senior chooses to enroll in summer courses, they must submit an NFC application and will be responsible for all tuition, fees, and instructional material.

Strategies for Academic Success

Students who do not meet the statutory eligibility requirements for dual enrollment with qualifying scores on a common placement test may dual enroll in the course Strategies for Academic Success (SLS 1103). An unweighted high school GPA of 3.0 is required. Students who enroll in Strategies for Academic Success without qualifying scores on a common placement test must meet all eligibility requirements to continue dual enrollment the following term.

Testing

For dual enrollment purposes, high school students may test in the NFC Testing Center or one of the NFC locations. Testing at NFC is limited to twice each term. If ACT, SAT, ACCUPLACER, or Classic Learning Test (CLT) scores are used for placement, individual student score reports are required. See Appendix B for minimum score requirements. Students are responsible for costs associated with qualifying for their dual enrollment course/program of choice.

Grades

Dual enrollment courses must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when the GPA is calculated.

Dual enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA, as well as the high school GPA.

The College shall assign letter grades to each student enrolled in a dual enrollment course. The letter grade assigned by the College will be posted to the student's high school transcript by the School District, section 1007.271(20), Florida Statutes.

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 the College transcript.

If an emergency prevents the instructor from assigning final grades, the College department chair using original student records, course syllabus, and other appropriate information, will assign final grades.

Grade Forgiveness

A student who earns a grade of D or F will not be able to register the following term. After a one-term "sit out," the student may register with the approval of the high school counselor or designee. Courses in which a grade of "D" or "F" is earned may be repeated one time for grade forgiveness if approved by the high school counselor or designee and if the college GPA is 2.0 or higher. All grades, including those forgiven, will remain on the College transcript and may be used for admissions and financial aid eligibility. Students should check with their intended transfer institution to determine if that institution will honor grade forgiveness awarded at North Florida College.

Students are ineligible for dual enrollment if their college GPA is below 2.0 or their unweighted high school GPA is below 3.0.

Withdrawals

Students must contact their guidance counselor to withdraw from a course. The guidance counselor will submit the withdrawal with the required signatures to the Dual Enrollment Coordinator to withdraw a student from a course. Withdrawing from a course after the drop/add period counts as an attempt and a final grade of “W” will be reflected on the student’s NFC transcript. See the College Academic Calendar each term for the last Withdrawal date.

All grades, including “W” grades for withdrawal, count as course attempts and become part of the student’s college transcript; they may affect subsequent postsecondary admission and financial aid. A dual enrolled student is limited to two attempts per course.

Additional Criteria by County

- **Hamilton County:** Any student receiving a “W” grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Exceptions for extenuating circumstances must be approved by the Principal. Students who receive two or more grades of “W” will become ineligible for dual enrollment. Exceptions for extenuating circumstances must be approved by the Principal.
- **Jefferson County:** If a dual enrolled student withdraws from a college credit course and receives the grade of “W,” the high school guidance counselor or designee determines whether or not the student registers for the next term. Any student receiving a “W” grade in a course may repeat the course with the approval of the high school counselor or designee.
- **Lafayette County:** Any student receiving a “W” grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Exceptions for extenuating circumstances must be approved by the Principal. Students who receive two or more grades of “W” will become ineligible for dual enrollment. Exceptions for extenuating circumstances must be approved by the Principal.
- **Madison County:** Any student receiving a “W” grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Exceptions for extenuating circumstances must be approved by the Principal. Students who receive two or more grades of “W” will become ineligible for dual enrollment.
- **Suwannee County:** If a dual enrolled student withdraws from a college credit course and receives a grade of “W,” the high school guidance counselor or designee makes the determination whether or not the student registers for the next term. Any student receiving a “W” grade in a course may repeat the course with the approval of the high school counselor or designee.
- **Taylor County:** Any student receiving a “W” grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Students who receive two or more grades of “W” will become ineligible for dual enrollment.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

Initial Dual Enrollment Eligibility Requirements:

- High School GPA and Placement Testing Requirements
 - College Credit: Dual Enrollment, Early Admission Dual Enrollment, and Early College Program
 - 3.0 unweighted high school GPA.
 - Students must show evidence of readiness for college-level work with appropriate scores on all sections (Reading, Writing, and Mathematics) of a common placement test for college credit dual enrollment pursuant to Rule 6A-14.064 and Rule 6A-10.0315, F.A.C. (Appendix B). The test scores must be valid as of the first day of the term in which the student enrolls in the course. Scores are valid for two years from the test date.
 - Career and Workforce Certificate: Career Dual Enrollment and Career Early Admission
 - 2.0 unweighted high school GPA.
- No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores in reading, writing, and math, with the exception of the course Strategies for Academic Success. See Appendix B.
- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education or personalized education program.
- There may be program admission requirements/exit requirements for Career and Workforce Education programs and other dual enrollment eligible limited access programs. Students who enroll in Career and Workforce Education programs may be required to complete an entry-level basic skills examination within the first six weeks after admission into the program. See the College Catalog for exemptions of basic skills requirements. Students are responsible for the costs for placement and/or exit tests.

Additional Initial Student Eligibility Requirements by County

- **Hamilton County:** Earned a minimum of 4 high school credits, two of those four credits include credit in Algebra 1 and English 1 or approval given by the guidance counselor.
- **Lafayette County:** Earned a minimum of 4 high school credits.
- **Madison County:** Earned a minimum of 8 high school credits. Have completed 10th grade English to enroll in ENC 1101 and ENC 1102. Start dual enrollment coursework by taking Strategies for Academic Success in their first term. They may also take another course at the same time. 10th graders are limited to 2 courses each term. 11th graders are limited to 3 courses each term. 12th graders may take 4 courses each term.
- **Taylor County:** Earned a minimum of 4 high school credits.

The high school guidance office is responsible for verifying that the student has earned the required scores on the proper placement test in order to register for a specific course. The guidance counselor or designee at the high school will approve the student registration request to verify that the student is eligible to take the dual enrollment course and meets dual enrollment high school GPA requirements each term.

Continued Dual Enrollment Eligibility Requirements:

- Achieve and maintain, with no exceptions, a 2.0 College GPA.
- Maintain, with no exceptions, an unweighted 3.0 high school GPA for college credit courses.
- Maintain, with no exceptions, an unweighted 2.0 high school GPA for career certificate dual enrollment courses.
- Students cannot be scheduled to graduate high school prior to the completion of the dual enrollment course.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. The procedure is outlined in NFC's Student Handbook.

Bachelor's Degree Programs:

- Students must have successfully completed the associate degree prior to admission into the Bachelor program.
- Dual enrolled students must complete all entry requirements for the Bachelor program.
- No Bachelor level courses may be taken prior to admission into the program.
- Students must submit a written request to the Director of Dual Enrollment. The decision of the Associate Dean of Academic Affairs is final.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy, or District Board of Education Policy. The high school credit awarded may be found in the Dual Enrollment Course – High School Subject Area Equivalency List which is available on the Florida Department of Education website.

The high school guidance office is responsible for dual enrollment students as to the courses which may be used to meet high school graduation requirements. Dual enrollment courses must apply directly toward the student's general requirements for high school graduation, 1003.4282 and 1007.271, Florida Statutes. The School Board will apply all credits earned through dual enrollment as subject area or elective credits toward high school graduation requirements. All credits not earned but attempted must be entered on the high school transcript.

Dual enrollment courses must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when the GPA is calculated.

7. A description of the process for informing students and their parents of college-level course expectations.

The district schools and the College will work collaboratively to notify students and their parents of college-level course expectations. The College recommends all first-time dual enrollment students to complete a Dual Enrollment Orientation provided by the College. The College recommends all students be advised by an NFC academic advisor after earning at least 12 credit hours.

The student handbook is included in the College Catalog and details drop/add and withdrawal policies, student code of conduct, grading policies, critical dates, etc.

The College will inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of each term. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) criteria and select instructional materials. Course materials and course 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.

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

The College does not allow exceptions to the GPA requirement as specified in section 1007.271, Florida Statutes.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

Step 1: Students meet with the high school guidance counselor to assist with choosing appropriate courses. NFC advising is available for students.

Step 2: Students must complete the Registration Request Form using the NFC Dual Enrollment Portal with their high school counselor's approval. The form must be completed with all the required information and course reference numbers (CRNs). The high school counselor, or designee, will approve all Registration Request Forms using the NFC Dual Enrollment Portal.

Step 3: The Dual Enrollment Coordinator will register the students during the advertised term registration dates for the courses that are available, per College policy. Individual student GPA's must be verified each term by the high school.

Step 4: The student should confirm registration by logging into their MyNFC account and checking their current registration in Banner.

Course registrations are not guaranteed. Students are encouraged to submit registration requests as early as possible each term. Registration dates for each term are available on the College website.

Career and Workforce Education programs may have separate registration deadlines.

Students with incomplete applications for admissions, which includes all required signatures and placement scores, will not be allowed to register. It is the responsibility of the high school to ensure that all student registration requests and qualifying placement scores are received by the Office of Dual Enrollment prior to the published registration period each term. Registration, drop/add, and withdrawal dates for each term are available on the College website. Students will register for courses through their high school counselor; they may not register online or directly through NFC staff.

A student may not be registered for one course and attend another course. Assuming valid reasons for a change from the course for which the student registered, the Drop/Add Form must be processed to reflect the actual situation; such paperwork must be processed immediately, not at the end of the term.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

The College does not make any exceptions to rules, guidelines, or expectations for faculty members.

Criteria for Accreditation:

The selection, development, and retention of competent faculty at all academic levels are of major importance to the educational quality of dual enrollment programs. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria require that NFC provide evidence that it has employed faculty members qualified to accomplish the purposes of the program and the institution as well as fulfill the intent of SACSCOC accreditation guidelines. Faculty must meet the requirements of SACSCOC criteria for academic and professional preparation. The

credentials for all full-time and adjunct instructors in all programs will be maintained in the office of the Executive Director of Employee Services.

High School Faculty Personnel Assignments:

- The Associate Dean of Academic Affairs will be responsible for approving faculty to teach dual enrollment courses. The high school is responsible for providing the Associate Dean of Academic Affairs with the graduate transcripts of the faculty member that desires to teach an NFC course.
- The faculty assigned to teach dual enrollment courses will meet SACSCOC criteria.
- School District faculty approved to teach dual enrollment courses on the high school campus during regular high school hours are paid for by the school district.
- There will be an onboarding process for faculty assigned to teach dual enrollment courses. Faculty are required to meet with the designated NFC Department Chair before their course start date.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

The College student handbook does not state any exception to rules, guidelines, or expectations for faculty members, Section 1007.271(5)(a), Florida Statutes and 6A-14.064, F.A.C.

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

Each district high school will designate an individual responsible for serving as the contact person for dual enrollment. The School District will provide the College with an updated contact list each year. The College will provide the School District with an updated College contact list each year. See Appendix C. The high school will be responsible for the following administrative tasks:

- Identifying students who may be eligible for dual enrollment.
- Verifying that the student is eligible to register for dual enrollment courses based on qualifying scores on a common placement test, high school GPA, and readiness for college.
- Ensuring that the student course registration requests are received by the Office of Dual Enrollment in accordance with the published registration period each term.
- Assuring reasonable access to schools and students by College personnel for purposes of program information and dissemination.
- Providing students access to College adopted textbooks and instructional materials.
- Adhering to the College calendar.
- Ensuring students meet high school graduation requirements and advising students about Bright Futures eligibility.

- The superintendent of schools, or designee, must notify the chief of police or the public safety director of the College if a dual enrolled student of any age is taken into custody by a law enforcement officer for an offense that would have been a felony if committed by an adult or a crime of violence. Section 985.04(4)(a), Florida Statutes.
- Notifying the College if a student withdraws from the high school before completing the College term.

The evaluation of students and the assigning of grades are the prerogatives and responsibilities of the faculty member assigned to teach the course in which the students are enrolled. The method for determining the final course grade, including activities to be graded and their respective weighting shall be specified in the course syllabus and distributed to the student. The instructor of record must assign all grades in a given course.

If an emergency prevents the instructor from assigning final grades, the College department chair using original student records, course syllabus, and other appropriate information, will assign final grades.

Academic dishonesty and plagiarism policies are outlined in each instructor’s syllabus and the College Catalog.

Early Alerts

All faculty at the College send “early alerts” to academic advisors during a term when students are underperforming in a course. The Dual Enrollment Coordinator will send the student and the high school guidance office a copy of the unsatisfactory performance notice. A record of each early alert is available in the Dual Enrollment Portal. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

The Office of Dual Enrollment will work closely with students, schools, and the high school guidance professionals, along with College advisors, to develop student academic and education plans. To improve articulation and reduce excess credit hours, each student who is seeking an associate in arts degree must indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours, per section 1007.23(4), Florida Statutes.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

The College will maintain official student records in the Office of the Registrar. The Office of Dual Enrollment will send student letter grades to the high school guidance office within ten (10) days of the last course day of the College term. This letter grade shall be posted to the high school transcript, section 1007.271(20), Florida Statutes.

The College and School Board shall jointly assume responsibility for the implementation and enforcement of any rights and responsibilities that arise by the creation, maintenance, and use of any “records” and “reports” regarding any high school students enrolled in accordance with all applicable laws, including but not limited to section 1002.22, Florida Statutes. Each shall be responsible for “records” and “reports” maintained, housed, or stored by the respective institutions.

14. A funding provision that delineates costs incurred by each entity.

Tuition & Fees

- The College application fee will not be assessed while students participate in the Dual Enrollment Program. However, the application fee will be assessed when students enter a degree program at North Florida College following graduation from high school.
- Section 1007.271(21)(n), Florida Statutes, Dual Enrollment Programs, requires school districts to pay the standard tuition rate per credit hour (currently \$71.98) to the College for dual enrollment instruction when the course is taken during the fall and spring term and the course is taught by an NFC instructor on an NFC campus, online, or on a School Board campus. The school district does not pay for dual enrollment courses taught on the high school campus by the school district faculty during regular high school hours. ~~The methodology for determining student costs is outlined in Appendix D.~~ Clock hour dual enrollment is calculated by dividing clock hours by 30. (Ex: 150 clock hours/30 = 5 vocational hours = 1 high school credit.)
- An invoice for fall and spring terms will be sent to the school districts at the conclusion of the College term's verification of course attendance for each enrollment period. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour. Payment is due ~~upon receipt of~~ as indicated on the invoice.
- School districts will not be invoiced for students who drop courses during the drop/add period as outlined in the academic calendar.
- School districts will be invoiced for students who withdraw ("W" grade) from courses during the withdrawal period as outlined in the academic calendar.
- The School Board will not be responsible for the payment of tuition or instructional material for courses taken during the summer term. The College will seek reimbursement for summer term dual enrollment through the Dual Enrollment Scholarship Program, section 1009.30, Florida Statutes. In order to submit a request for reimbursement through the Dual Enrollment Scholarship Program a postsecondary institution will be required to have an approved Dual Enrollment Articulation Agreement with each School District for which they intend to seek reimbursement on file with the Office of Articulation.
- Costs associated with tuition and fees, including registration, and laboratory fees, will not be passed along to the student. All students are exempt from the payment of tuition and all fees, section 1007.271(2), Florida Statutes.

Textbooks

- The choice of textbooks and instructional materials shall be a college responsibility with the actual selection being a function of the faculty teaching a specific course.
- The School Board will provide the student with the required textbook(s) and other instructional materials for the fall and spring terms. The School Board will take ownership of the textbooks and other instructional materials at the time of purchase and will reuse the materials whenever possible in future dual enrollment courses, as long as they are required for such courses. The School Board is responsible for developing its own procedures for distributing textbooks in a timely manner for student use and for collecting textbooks upon the conclusion of the term.

- The College will provide a list of required textbooks for each course on the College website at least 45 days prior to the start of the term.
- The College, through the Office of Dual Enrollment, will provide the School Board students with the required instructional material on a loan basis during the summer term. Students must return the loaned instructional material by the required due date each term. Items not returned by the student may result in cancellation or prevention of registration, per College procedure. Instructional material shall include, but not be limited to, textbooks, consumables, and online codes, section 1006.29(2), Florida Statutes. The School Board will collaborate with the Office of Dual Enrollment and assist with the distribution and collection of instructional material for the summer term. The College will not reimburse the School Board, student, or parent for instructional material purchased outside of the College loan process. The College is not required to purchase optional course material. Students will receive communication from the Office of Dual Enrollment, through their NFC email account, with information about receiving the required instructional material during the summer term.
- Specialized programs and courses may have other costs in addition to the required instructional material that will be the responsibility of the School Board in the fall and spring terms.
- Consumable materials assigned for use with dual enrollment courses will be issued to students. The cost of these consumables will be included on the invoice sent to the school districts at the conclusion of the college term's verification of course attendance for each enrollment period in the fall and spring terms. Costs for consumable materials are annually reviewed each spring by the NFC College Board of Trustees. Consumable costs for NFC dual enrollment courses will be available to the School Board when approved by the NFC College Board of Trustees each year.
- For fall and spring terms, an invoice for Follett Access textbooks will be sent to the school districts at the conclusion of the College term's verification of course attendance for each enrollment period. The invoice will reflect the total cost of Follett Access textbooks for each student and each course. Payment is due ~~upon receipt of~~ as indicated on the invoice.

15. Any institutional responsibilities for student transportation, if provided.

The student, the parents of said student, or the School Board shall provide transportation.

16. Section 1007.271(25), Florida Statutes, requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

- The school guidance counselor or designee will ensure that qualified students with disabilities (including those who have Individual Education Plans or 504 Plans) are provided information about the dual enrollment program. The School District understands that the accommodations and modifications provided to the student under the IEP are not automatically provided in the postsecondary setting. The College has a separate procedure

for approving accommodations for students with disabilities. The high school will refer the student and his/her parents to the Disability Resource Center on the College's main campus and will provide copies of relevant documentation to the College. This contract serves as a release of information. Accommodations from the College will proceed upon completion of the intake with the parent and student and NFC Faculty's receipt of appropriate records.

- Accommodation provisions will be individually determined by the College according to Florida Statute and Florida Administrative Codes. The College agrees to arrange and provide accommodations for dual enrolled students receiving instruction at the College campus or one of its locations. The School District agrees to arrange and provide accommodations for dual enrolled students receiving instruction on the high school campus. The high school guidance counselor will ensure that the College determinations are followed at the high school campus. The School District is responsible for ensuring that the student receives all accommodations determined by the College. If a high school student has a dedicated, paid staff member as an aid/assistant, the School District agrees to send that staff member with the student to the College courses. The College does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case-by-case basis between the parties.

17. Program Review and Reporting. The College will analyze student performance in the Dual Enrollment Program to ensure that the level of preparation and student success is comparable to non-dual enrollment course sections. This analysis will be shared with the principal and local school district. Rule 6A-14.064(5).

Appendix A

Dual Enrollment Eligible Degrees and Certificates

3.0 High School Unweighted GPA Required and Qualifying Test Scores on a Common Placement Test

Associate in Arts Degree – A.A. 60 credit hours

Associate in Science Degree – A.S.

Accounting Technology 60 credit hours

Business Administration 60 credit hours

Criminal Justice Technology 60 credit hours

Emergency Medical Services 73 credit hours

College Credit Certificates

Accounting Technology Management 27 credit hours

Accounting Technology Operations 18 credit hours

Accounting Technology Specialist 12 credit hours

Human Resources Administrator 21 credit hours

Business Operations 18 credit hours

Business Management 24 credit hours

Child Care Center Management Specialization 12 credit hours

Criminal Justice Technology Specialist 24 credit hours

Emergency Medical Technician (EMT-Basic) 12 credit hours

Human Services Generalist 18 credit hours

Preschool Specialization 12 credit hours

2.0 High School Unweighted GPA Required

Career and Workforce Certificates

Program	Clock Hours	Industry Certification
Early Childhood Professional Certificate (ECPC)	600	Child Development Associate (CDA)
Florida CMS Correctional Basic Recruit Academy	420	Correctional Officer
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	1350	Air to Air Heat Pump Service Technician
Industrial Machinery Maintenance 1	750	MSSC Certified Production Technician (CPT)
Industrial Machinery Maintenance 2	600	MSSC Certified Production Technician (CPT)
Emergency Medical Responder	190	Emergency Medical Responder (EMR)

Prior to enrolling in a certification program, it is the student’s responsibility to meet with a College Academic Advisor to ensure the student meets all eligibility requirements of the program. See the NFC College Catalog for current information.

*Subject to change without prior notice.

Appendix B

Dual Enrollment Initial Eligibility and Placement

TEST	PERT	SAT	Digital SAT	ACT or ACT with Writing	Next-Generation ACCUPLACER	Classic Learning Test
			Since June 2023			
READING	106	24	490*	19	256	38**
WRITING/ ENGLISH/ LANGUAGE	103	25		17	253	
MATH						
MAT 1033 MGF 1130 MGF 1131 STA 2023	114-122	24-26	480	19-20	261 (QAS)	16
MAC 1105	123-150	26.5-40	530	21-36	263 (AAF)	19
MAC 1114 MAC 2140 MAC 2233	150	28.5-40	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>	25-36	273 (AAF)	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>
MAC 2311	150	31-40	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>	30-36	276 (AAF)	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>

*Score is Evidence-Based Reading and Writing section.

**Score is the sum of the Verbal Reasoning and Grammar/Writing sections.

A combination of scores is accepted. Scores that are more than two years old may not be used for initial placement, 1008.30, Florida Statute. Rule 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation.

ACCUPLACER Next Generation and Mathematics:

- The **QAS sub-test** cut score for “college ready” per FLDOE is 261.
 - This qualifies students to take “gateway” courses MAT 1033, MGF 1130, MGF 1131, or STA 2023 at NFC.
- Students planning to take the algebra sequence of courses at NFC must take the **AAF sub-test** and score a minimum of 263 to be eligible for MAC 1105. Otherwise, students can use MAT 1033 as a prerequisite for MAC 1105 eligibility without a score from the AAF sub-test.

August 2024

Appendix C

NFC Contact List

Department	Email	Location	Phone
Academic Affairs	Academicaffairs@nfc.edu	Building 3	850-973-9402
Academic Success Center	ASC@nfc.edu	Building 4	850-973-1719
Admissions	admissions@nfc.edu	Building 3	850-973-1622
Advising	advising@nfc.edu	Building 2	850-973-1737
Disability Resource Center	disabilityresourcecenter@nfc.edu	Building 7	850-973-9403
Library	library@nfc.edu	Building 4	850-973-1624
Live Oak Location	tuckert@nfc.edu	210 Ohio Ave North Live Oak, FL	386-364-5093
Foundation (Scholarships)	foundation@nfc.edu	Building 36	850-973-9414
Office of Dual Enrollment	dualenrollment@nfc.edu	Building 6	850-973-1628
Perry Location		319 Byron Butler Parkway Perry, FL	850-973-9499
Testing Center	testing@nfc.edu	Building 6	850-973-9451
Textbooks	summersk@nfc.edu	Building 2	850-973-1630

Name	Title	Email	Phone
Dr. John Grosskopf	NFC President	grosskopfj@nfc.edu	850-973-1601
Jennifer Page	Vice President of Academic and Student Affairs/CAO	pagej@nfc.edu	850-973-1603
Kristin Summers	Associate Dean of Academic Affairs	summersk@nfc.edu	850-973-1630
Windy Gamble	Director of Dual Enrollment	gamblew@nfc.edu	850-973-9490
Mary Frances Mauldin	Coordinator of Dual Enrollment	mauldinm@nfc.edu	850-973-1628

We, the undersigned representatives of North Florida College and the District School Board of Hamilton County, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Dorothy Lee Wetherington-Zamora, Superintendent
Hamilton County School District

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Johnny Bullard, School Board Chair
Hamilton County School Board

Date

Date

We, the undersigned representatives of North Florida College and the District School Board of Jefferson County, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Eydie Tricquet, Superintendent
Jefferson County School District

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Gladys Roann-Watson, School Board Chair
Jefferson County School Board

Date

Date

We, the undersigned representatives of North Florida College and the District School Board of Lafayette County, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Robert Edwards, Superintendent
Lafayette County School District

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Amanda Hickman, School Board Chair
Lafayette County School Board

Date

Date

We, the undersigned representatives of North Florida College and the District School Board of Madison County, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Shirley Joseph, Superintendent
Madison County School District

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

VeEtta Hagan, School Board Chair
Madison County School Board

Date

Date

We, the undersigned representatives of North Florida College and the District School Board of Suwannee County, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Ted Roush, Superintendent
Suwannee County School District

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Jerry Taylor, School Board Chair
Suwannee County School Board

Date

Date

We, the undersigned representatives of North Florida College and the District School Board of Taylor County, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

Alicia Beshears, Superintendent
Taylor County School District

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Danny Lundy, School Board Chair
Taylor County School Board

Date

Date