

Date Received: _____
G#: _____



DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN

NORTH FLORIDA COLLEGE and HOME EDUCATION PROGRAM

2023-2024 Academic Year

Please Print

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

Address: _____

Birthdate: _____ Phone: _____ Current School Grade: _____

Student Email: _____

School District: _____ Anticipated High School Graduation Date: _____

Home Education Program Parent/Guardian Information:

Name: _____ Phone: _____

Email: _____

Term of this Agreement: The Articulation Agreement is effective from August 1, 2023 through July 31, 2024 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(13), Florida Statutes, the dual enrollment program is available for an eligible home education secondary student in a postsecondary course creditable toward an associate degree, a career certificate, or a baccalaureate degree. College preparatory and physical education courses shall not be included in courses offered in the dual enrollment program.

To participate in the dual enrollment program an eligible home education student must:

1. Provide proof of enrollment in a home education program as filed with the district. Section 1002.41, Florida Statutes.
2. Be responsible for transportation.
3. Sign a home education articulation agreement.

Process for Informing Home Education Parents and Students

Parents are notified of the option to participate in the dual enrollment program through public announcements, email, NFC website announcements, NFC Office of Dual Enrollment website, fliers, and through the institutional course catalog.

Dual Enrollment Options

1. **Dual Enrollment** – Students enroll part-time, up to 11 credit hours per term, in the fall, spring, and summer. Section 1007.271(1), Florida Statutes.
2. **Early Admission Dual Enrollment** – Students enroll full-time, minimum of 12 credit hours and a maximum of 15 credit hours per term, in the fall, spring, and summer. Section 1007.271(10), Florida Statutes. Students who wish to register for more than 15 credit hours per term need the permission of the Associate Dean of Academic and Student Affairs.
3. **Career Dual Enrollment** – Career Dual Enrollment allows students to earn industry certifications which count as credits toward the high school diploma, section 1008.44, Florida Statutes. Students enroll in up to 330 vocational clock hours per term, in the fall, spring, and summer. Section 1007.271(7), Florida Statutes.
4. **Career Early Admission** – Students enroll full-time, 330+ clock hours per term, fall, spring, and summer in postsecondary programs leading to industry certifications, as listed in the Postsecondary Industry Certification Funding list. Students who wish to register for more than 480 clock hours per term need the permission of the Associate Dean of Academic and Student 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 the ninth grade, section 1007.271(11), Florida Statutes.

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.

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.

Associate in Arts (A.A.) Degree
Associate in Science (A.S.) Degrees
 Accounting Technology
 Business Administration
College Credit Certificates

Emergency Medical Services
 Criminal Justice Technology

| | |
|---|--|
| Accounting Technology Management | Business Operations |
| Accounting Technology Operations | Human Resources Administrator |
| Accounting Technology Specialist | Criminal Justice Technology Specialist |
| Lean Manufacturing | Medical Coder/Biller |
| Emergency Medical Technician (EMT-Basic) | |
| Engineering Technology Support Specialist | |
| Pneumatics, Hydraulics and Motors for Manufacturing | |

Career and Workforce Certificates

Certified Production Technology
 Florida CMS Correctional Basic Recruit Academy
 Early Childhood Professional Certificate (ECPC)

The 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 meeting degree requirements.

Delineation of High School Credit Earned

1. 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.
2. The Parent is responsible for deciding the suitability of courses and ensuring completion of requirements for graduation from high school.
3. 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.
4. 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 withdrawals, will be posted to the student’s permanent academic record. Low grades in college courses may adversely affect subsequent admission to public or private colleges and universities, as well as financial aid eligibility.
5. 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 1002.41, Florida Statutes. All grades, including those attempted but not earned, must be entered on the high school transcript.
6. Summer Dual Enrollment: Students are eligible to enroll in summer courses. 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 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.

7. Dual enrollment courses must be at least three (3) credits and be taken for a letter grade, not including required co-requisite courses.
8. Dual enrollment courses must apply directly toward the student's general requirements for high school graduation, 1003.4282 and 1007.271, Florida Statutes.

Initial Dual Enrollment Eligibility Requirements:

1. Students whose parents choose to teach and direct the education of their children at home, pursuant to section 1002.41, Florida Statutes, and who meet the eligibility requirements for dual enrollment as specified in section 1007.271(13) Florida Statutes, shall be permitted to enroll in dual enrollment coursework at North Florida College.
2. Students must be officially enrolled in a home education program in grades 6 through 12 and in compliance with section 1002.41, Florida Statutes. 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.
3. Students must be participating in a secondary curriculum designed to accelerate toward a postsecondary degree.
4. Students must provide annual verification they are registered with the school district home school office. The Parent must notify the Office of Dual Enrollment if a student enrolls in a public or private school during the current academic year.
5. Students must demonstrate evidence of readiness for college-level work with an appropriate score on a common placement test (reading, writing, and math) and an appropriate level of maturity and responsibility. Scores must be less than 2 years old. Rule 6A-10.0315, Florida Administrative Code. See Appendix B.

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. 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.

6. For dual enrollment purposes, students may test at the NFC Testing Center or one of the NFC locations. Set up an appointment by calling 850-973-9451 (NFC Testing Center) or 386-364-5093 (Live Oak Location) or emailing testing@nfc.edu. PERT testing at an NFC location is limited to twice each term. If ACT, SAT, or ACCUPLACER 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.
7. Students must meet program admission requirements/exit requirements for CWE programs and other dual enrollment eligible limited access programs. The TABE can be

exempted if the student meets cut score on a college placement test (ACT, SAT, PERT, or ACCUPLACER).

8. 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.

Continued Dual Enrollment Eligibility Requirements:

1. Students must maintain a cumulative grade point average (GPA) of 2.0 for courses taken at the College. Dual enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.
2. Students who earn a grade of D, F, or WF will not be able to register the following term. Courses in which a D, F, or WF is earned may be repeated one time for grade forgiveness 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.
3. Students cannot be scheduled to graduate high school prior to the completion of the dual enrollment course.
4. The Office of Dual Enrollment will work closely with students, parents, and NFC advisors in the development of student academic and education plans using DegreeWorks and Advising Plans.
5. A student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.

Procedures and Policies

1. Application Process for New Dual Enrollment Students
 - a. The student and parent/guardian will submit a North Florida College Dual Enrollment Application using the NFC Dual Enrollment Portal. The Parent will submit appropriate placement test scores, signed Articulation Agreement, and home school verification to the Office of Dual Enrollment. The NFC Dual Enrollment Application and required paperwork must be submitted by August 1 for Fall 2023 and December 1 for Spring 2024. The Director of Dual Enrollment may make exceptions to the deadlines for extenuating circumstances. Home Education Programs should contact the NFC Office of Dual Enrollment for access to the NFC Dual Enrollment Portal. New student dual enrollment applications will only be accepted in the fall and spring terms.
 - b. The College will send dual enrollment acceptance letters to the email provided on the dual enrollment application. It is the student's responsibility to complete the admission process following the instructions in the letter.

- c. Upon admission to NFC, communication with the student will be through their official NFC email account.

2. Registration Process for Dual Enrolled Students

- a. Eligible students with a current term application are to register through the Office of Dual Enrollment by the deadline established for each term. Students may not register online. NFC Advising is available for students. Students will not be registered for courses if any required paperwork is missing from the Dual Enrollment Application.
- b. Students should complete the NFC registration request form by the published registration period each term. The form must be completed with all the required information, course reference numbers (CRNs), and signatures. Incomplete applications or registrations will cause delays that may prevent registration into the desired course or program. Certain Career and Workforce Education (CWE) programs may have a separate application process. See an Academic Advisor for details.
- c. Students will be registered for courses that are available at the time the registration is received, following the College registration policies. Course registrations are not guaranteed. Students are encouraged to submit registration requests as early as possible each term.
- d. Students will confirm registration by logging into their MyNFC account and checking their current registration in Banner.

3. Withdrawing from Classes

- a. The student must submit the withdrawal request to the Office of Dual Enrollment to withdraw from a class. Withdrawing after the drop/add period counts as an attempt and a final grade of "W" will be reflected on the student's NFC transcript. All grades, including "W" for withdrawal, count as course attempts and become part of the student's permanent college transcript and may affect subsequent postsecondary admission and financial aid.
 - b. Any student receiving a "W" grade in a course may repeat the course once.
- 4. 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 their college transcript.
 - 5. 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.
 - 6. The home education parent and the Office of Dual Enrollment will share the responsibility for monitoring the academic progress of the home education student. Note that the GPA earned through dual enrollment applies to the student's college GPA and high school GPA.

7. All faculty at the College send “early alerts” to academic advisors during a term when students are underperforming in class. 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.
8. 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.
9. The College recommends all students be advised by an NFC academic advisor after earning at least 12 credit hours.
10. Students may not be registered for one course and attend another course. The Drop/Add Form must be processed to reflect the actual situation.
11. 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.
12. Students are required to secure their own Internet and computer access for classes.
13. Dual enrollment courses may be taken at the main College campus, one of the College locations, or online.
14. The student handbook is accessible through the College website. The student handbook is included in the College Catalog and details add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, etc.
15. 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.
16. 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. In addition, 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. CWE programs have specific attendance policies. See course syllabi for specific information.

Course and Credit Hour Restrictions

1. The College limits eligible students in grades 6-8 to one course per term.
2. 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 and Student Affairs. The decision of the Associate Dean is final.

3. Applied academics for adult education instruction, developmental education, and other forms of precollegiate instruction, as well as physical education courses, are ineligible courses.
4. Students must not be over age 19 by the first day of the fall term to participate in dual enrollment for that academic year. The maximum age for participation in dual enrollment is 19. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Associate Dean of Academic and Student Affairs. The decision of the Associate Dean is final.
5. 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+ clock hours per term

Tuition, Fees, and Textbooks

1. A student enrolled as a dual enrollment student is exempt from the payment of registration, tuition, laboratory fees, and instructional materials.
2. Textbooks and Instructional Material
 - a. All required textbooks will be provided to students on a loan basis and must be returned to the College 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 will not provide recommended textbooks or instructional material.
 - b. The College will not reimburse the Home Education Program, parent, or student for instructional material purchased outside of the College loan process.
 - c. Students will receive information about how to receive textbooks and instructional material through their official NFC email account from the NFC Office of Dual Enrollment before the start of each term.

Students with Disabilities

Students with disabilities must request accommodations from North Florida College Disability Resource Center and provide appropriate documentation to ensure that resources are made available. Accommodation provisions will be individually determined by the College according to Florida Statute and Florida Administrative Codes. Contact the NFC Disability Resource Center (DRC) at 850-973-9403.

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, 2023. 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.



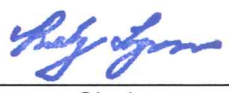
John Grosskopf, President
North Florida College

4/18/2023

Date

Student

Date



Ricky Lyons, Chair
District Board of Trustees
North Florida College

4/18/2023

Date

Parent

Date

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 | ACT | Next-Generation ACCUPLACER | |
|-----------------|--|------|------|-----|----------------------------|-------------------|
| | | | | | Through July 2022 | Since August 2022 |
| READING | | 106 | 24 | 19 | 245 | 256 |
| WRITING/ENGLISH | | 103 | 25 | 17 | 245 | 253 |
| MATH | MAT 1033 MGF 1106 MGF 1107 STA 2023 | 114 | 24 | 19 | 242 (QAS) | 261 (QAS) |
| | MAC 1105 | 123 | 26.5 | 21 | TBD | TBD |

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 and Rule 6A-10.064 College Credit Dual Enrollment.

Appendix C

North Florida College

2023 – 2024 Academic Calendar

TRADITIONAL TERM

| 2023 | Term I | Comments |
|------------------|---------------------------------|-----------------|
| August 17, 18 | Faculty Planning Days | |
| August 21 | Classes Begin | |
| Sept. 4 | LABOR DAY Holiday | |
| Nov. 10 | VETERANS DAY Holiday | |
| Nov. 22, 23, 24 | THANKSGIVING Holidays | |
| Dec. 4 | Classes End | |
| Dec. 5 – 8 | Final Exams | |
| Dec. 12 | Grades Due 9:00 a.m. | |
| Dec. 12, 14 | Faculty Planning Days | |
| Dec. 14 | Term Ends. Commencement | |
| 2024 | Term II | Comments |
| Jan. 4, 5 | Faculty Planning Days | |
| Jan. 8 | Classes Begin | |
| Jan. 15 | MARTIN LUTHER KING, JR. Holiday | |
| Feb. 19 | PRESIDENTS' DAY Holiday | |
| March 11 – 15 | SPRING BREAK | |
| April 25 | Honors Convocation | |
| April 29 | Classes End | |
| April 30 - May 3 | Final Exams | |
| May 7 | Grades Due 9:00 a.m. | |
| May 7, 9 | Faculty Planning Days | |
| May 9 | Term Ends. Commencement | |
| 2024 | Term III | Comments |
| May 20 | Classes Begin | |
| May 27 | MEMORIAL DAY Holiday | |
| June 19 | JUNETEENTH Holiday | |
| July 4 | INDEPENDENCE DAY Holiday | |
| July 15 | Classes End | |
| July 16, 17 | Final Exams | |
| July 22 | Grades Due 9:00 a.m. Term Ends. | |

NON-TRADITIONAL TERMS (e.g. Weekend College, Mini-mesters)

Fall 2023 Mini A: 8/21/23 – 10/13/23

Fall 2023 Mini B: 10/16/23 – 12/8/23

Spring 2024 Mini A: 1/8/24 – 3/1/24

Spring 2024 Mini B: 3/4/24 – 5/3/24

Commercial Vehicle Driving – Dates TBD, may also include Saturdays and Sundays

Public Safety – Open Entry/Open Exit

Appendix D

NFC Contact List

| Department | Email | Location | Phone |
|-------------------------------|----------------------------------|--|------------------------------|
| Academic Success Center | ASC@nfc.edu | Building 4 | 850-973-1719 850-973-9411 |
| 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 386-364-5440 |
| NFC Foundation (Scholarships) | foundation@nfc.edu | Building 36 | 850-973-9414 |
| Office of Dual Enrollment | dualenrollment@nfc.edu | Building 6 | 850-973-1628 |
| Perry Location | dunklec@nfc.edu | 319 Byron Butler Parkway Perry, FL | 850-973-9499 |
| Testing Center | testing@nfc.edu | Building 16 | 850-973-9451 |

John Grosskopf, President
850-973-1601
grosskopfj@nfc.edu

Jennifer Page, Vice President of Academic and Student Affairs/CAO
850-973-1603
pagej@nfc.edu

Kristin Summers, Associate Dean of Academic Affairs
850-973-1630
summersk@nfc.edu

Windy Gamble, Director of Dual Enrollment
850-973-9490
gamblew@nfc.edu

Mary Frances Mauldin, Coordinator of Dual Enrollment
850-973-1628
mauldinm@nfc.edu