



DUAL ENROLLMENT ARTICULATION AGREEMENT

2026-2027 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:

An Articulation Council shall be established and shall consist of no fewer than four members. The College representatives shall be appointed by the College's Chief Academic Officer and shall include individuals representing Academic Affairs, Enrollment and Student Services, and Dual Enrollment and Early College Programs. The School Board representatives shall include the High School Principal, the Curriculum Leader, and the Guidance Counselor, or their 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, 2027. The Articulation Council will review the Dual Enrollment Articulation Agreement during 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, 2026.

The College President will designate the Office of Dual Enrollment & Early College Programs 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, 2027. 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 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.

Career Pathways Program: The School Boards and the College may also maintain separate annual Career Pathways Articulation Agreements. These agreements are developed collaboratively by the College's Career & Workforce Education leadership and cooperating educational institutions.

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 & Early College Programs 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.

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.

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 Chief Academic Officer or designee. 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: Meet with High School Guidance Counselor

Students should begin by meeting with their high school guidance counselor to discuss dual enrollment options and determine eligibility.

Step 2: Complete the NFC Dual Enrollment Application

Students must complete the NFC Dual Enrollment Application using the NFC Dual Enrollment Portal. The portal link will be provided by the high school.

Note: Parent/guardian approval is required as part of the application process.

Step 3: High School Approval

The high school will review and approve applications through the Dual Enrollment Portal. Applications must be submitted and approved during the designated application windows:

- **Fall Application Window:** April 1 – August 1
- **Spring Application Window:** September 1 – December 1

Exceptions to these deadlines may be granted by the department director in cases of extenuating circumstances.

Dual enrollment applications are only accepted for the **fall** and **spring** terms.

A **completed application** includes:

- Submission of the NFC Dual Enrollment Application
- Placement test scores from a common placement exam

Before approving the application, the high school will verify that the student meets the eligibility criteria, including:

- Appropriate unweighted high school GPA
- Required placement test scores

Step 4: Admission and Communication

NFC will send dual enrollment acceptance letters to the email address provided in the application. Students are responsible for completing the admission process by following the instructions in the acceptance letter.

Once admitted, all official communication from NFC will be sent to the student's 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

Students requesting to dual enroll in excess of the Maximum Course Load for a given term must submit a written request for approval to the Director of Dual Enrollment & Early Colleges Programs.

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 College's Chief Academic Officer or Designee.
- Students requesting to dual enroll in bachelor level courses will be required to submit a written request to the College's Chief Academic Officer or Designee and meet all entry requirements for the program. The decision of the Chief Academic Officer or Designee 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 College's Chief Academic Officer. The decision of the College's Chief Academic Officer 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 non-attendance. 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 may participate in dual enrollment summer courses when such courses are offered by NFC.

New dual enrollment applications will not be accepted for the summer term.

Graduating high school seniors are not eligible to participate in dual enrollment during the summer term. Seniors who wish to enroll in summer courses must apply to NFC as regular degree-seeking or non-degree-seeking students and are responsible for all associated tuition, fees, and instructional materials.

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 four (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 four (4) high school credits.
- **Madison County:** Students must have earned a minimum of four (4) high school credits, including Algebra I and English I, or receive approval from their guidance counselor. Students are required to begin dual enrollment coursework by taking Strategies for Academic Success in their first term. 10th-grade students are limited to two courses per term unless special permission is granted by the guidance counselor.
- **Taylor County:** Earned a minimum of four (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 must not engage in behavior that disrupts the learning process or results in documented violations of policies outlined in the course syllabus or the NFC Student Code of Conduct. Failure to meet these expectations may result in loss of eligibility to participate in the dual enrollment program, in accordance with the procedures outlined in the NFC Student Handbook. Students who are accused of Code of Conduct Violation will be notified within five (5) working days of the referral, as will the student's high school guidance counselor and principal.

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 Office of Academic Affairs.

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 Office of Dual Enrollment & Early College Programs 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 Office 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 Board faculty approved to teach dual enrollment courses on the high school campus during regular high school hours are paid for by the School Board.
- 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 Board will provide the College with an updated contact list each year. The College will provide the School Board with an updated College contact list each year. See Appendix D. 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.

NFC Dual Enrollment & Early College Programs 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. NFC Dual Enrollment & Early College Programs 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.

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.

- **Tuition and Fees**

- The College application fee is waived for all students participating in the Dual Enrollment Program. The fee will be assessed when a student enrolls in an NFC degree program following high school graduation.
- Pursuant to section 1007.271(21)(n), Florida Statutes, school districts shall pay the standard tuition rate per credit hour (currently \$71.98) for dual enrollment courses taken during the fall and spring terms when the course is taught by an NFC instructor, and the course is delivered on an NFC campus, online, or on a School Board campus.
 - School Boards are not required to pay tuition for dual enrollment courses taught on the high school campus by School Board-employed instructors during regular school hours.
- For clock-hour dual enrollment, instructional hours shall be converted by dividing total clock hours by 30 (e.g., 150 clock hours ÷ 30 = 5 vocational hours = 1 high school credit).

- **Textbooks and Instructional Materials**

- Instructional materials may include digital courseware, eBooks, lab kits, consumables, online access codes, and other required course resources.
- It is the responsibility of the College to:
 - Select textbooks and instructional materials; course faculty determines final selections.
 - Post required textbook and materials lists at least 45 days prior to the start of each term on the College website.

- It is the responsibility of the School Board to:
 - Provide required textbooks and instructional materials to dual enrollment students unless such materials are included as part of an approved course or laboratory charge billed by the College during the Fall & Spring Term(s).
 - Retain ownership of purchased materials and reuse them when feasible.
 - Establish procedures ensuring timely distribution and collection of materials.
- North Florida College partners with BibliU Campus as its virtual bookstore provider for Textbooks and Instructional Materials.
 - BibliU's Inclusive Access program provides students with instant digital access to required materials for select courses through their D2L. School Districts will be invoiced at the end of the fall and spring terms based on the actual cost per student per course for only those courses that participate in Inclusive Access. A School Board may choose to opt out of the program by having students self-opt out during the designated opt-out period shown on their BibliU Digital Bookshelf. The School District is responsible for providing instructional materials to any student who opts out of BibliU Inclusive Access.
- **Summer Term Costs**
 - The School Board is not responsible for tuition or instructional materials for summer dual enrollment.
 - The College will seek reimbursement for summer dual enrollment through the Dual Enrollment Scholarship Program under section 1009.30, Florida Statutes. To receive reimbursement, the College must have an approved Dual Enrollment Articulation Agreement on file with each participating district.
 - Textbooks & Instructional Materials Procedures for Summer Term
 - For summer dual enrollment, the College, through Dual Enrollment & Early College Programs, will provide required instructional materials to students on a loan basis.
 - Students will receive communication via their NFC email regarding the summer instructional materials process.
 - Students must return all loaned materials by the required due date. Failure to return materials may result in registration holds or cancellation pursuant to College policy.
 - Instructional materials include textbooks, consumables, and digital access codes as defined in section 1006.29(2), Florida Statutes.
 - The School Board will assist the College with distribution and collection of summer instructional materials.
 - The College will not reimburse the School Board, students, or parents for materials purchased outside the College's summer loan process, nor is the College required to purchase optional materials.
- **Specialized Program & Laboratory Costs**
 - Additional costs associated with specialized programs or courses required for dual enrollment participation during fall and spring terms are the responsibility of the School Board.
 - The NFC District Board of Trustees annually reviews Program & Course Fees (Appendix C)

- **Invoicing Procedures**

- After each fall and spring term, the College will issue an invoice to each School District following verification of student attendance. Invoices will reflect the total number of credit hours multiplied by the established tuition rate and include a breakdown of costs associated per student.
- Payment is due according to invoice terms.
 - School Boards:
 - Will not be invoiced for courses dropped during the official drop/add period.
 - Will be invoiced for students who officially withdraw (“W” grade) during the withdrawal period.

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

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

16. Any scheduling changes that are necessary to increase access and student participation.

NFC Dual Enrollment & Early College Programs, Academic Affairs, and the Articulation Council collaborates annually with each School District within the College’s six-county service area to ensure that all students have access and opportunities to participate in dual enrollment.

NFC offers courses through a variety of delivery methods to minimize scheduling conflicts. In addition, each district is provided the opportunity to request College/School Facilitated courses on its high school campus, as well as concurrent courses aligned with the district’s bell schedule.

North Florida College solicits input from each district during the development of course offerings to ensure that scheduling decisions reflect student needs, available instructional resources, and institutional priorities.

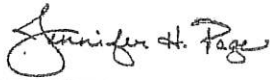
17. Section 1007.271(25), Florida Statutes, requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

- 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 Office of Accessibility Services 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.

18. 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).

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.



Dr. Jennifer H. Page, President
North Florida College

4-21-26

Date



Dorothy Lee Wetherington-Zamora, Superintendent
Hamilton County School District

04/22/2026

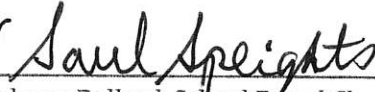
Date



Ricky Lyons, Chair
District Board of Trustees
North Florida College

4-21-26

Date

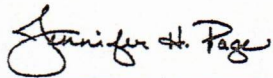
for 

Johnny Bullard, School Board Chair
Hamilton County School District

05-12-26

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.



Dr. Jennifer H. Page, President
North Florida College

4-21-24

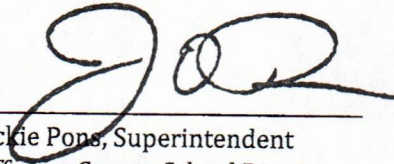
Date



Ricky Lyons, Chair
District Board of Trustees
North Florida College

4-21-26

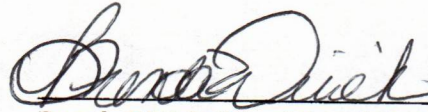
Date



Jackie Pons, Superintendent
Jefferson County School District

5/11/26

Date

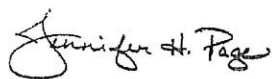


Brenda Wirick, School Board Chair
Jefferson County School District

5-11-26

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.



Dr. Jennifer H. Page, President
North Florida College

4-21-26

Date



Ricky Lyons, Chair
District Board of Trustees
North Florida College

4-21-26

Date



Robert Edwards, Superintendent
Lafayette County School District

May 19, 2026

Date

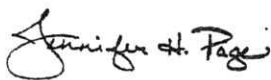


Darren Driver, School Board Chair
Lafayette County School District

May 19, 2026

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.



Dr. Jennifer H. Page, President
North Florida College

4-21-26

Date



Ricky Lyons, Chair
District Board of Trustees
North Florida College

4-21-26

Date



Dr. Karen Pickles, Superintendent
Madison County School District

5-4-26

Date

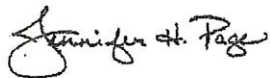


Carol Gibson, School Board Chair
Madison County School District

5-4-26

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.



Dr. Jennifer H. Page, President
North Florida College

4-21-26

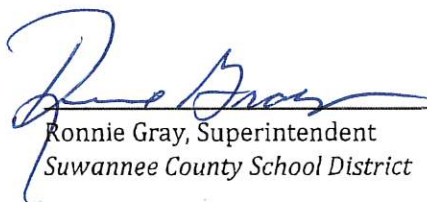
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Ricky Lyons, Chair
District Board of Trustees
North Florida College

4-21-26

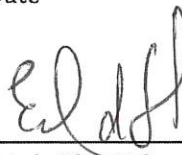
Date



Ronnie Gray, Superintendent
Suwannee County School District

MAY 26 2026

Date

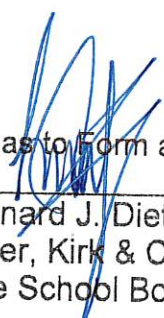


Ed daSilva, School Board Chair
Suwannee County School District

MAY 26 2026

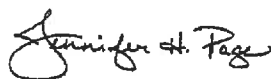
Date

"Approved as to Form and Sufficiency
BY



Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney"

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.



Dr. Jennifer H. Page, President
North Florida College

4-21-20

Date



Ricky Lyons, Chair
District Board of Trustees
North Florida College

4-21-20

Date



Reggie Wentworth, Superintendent
Taylor County School District

6/17/20

Date



Danny Lundy, School Board Chair
Taylor County School District

6/17/20

Date



APPENDIX	
A	Dual Enrollment Eligible Degrees and Certificates
B	Dual Enrollment Initial Eligibility and Placement
C	NFC Board -Approved Student Lab Fees
D	NFC Contact List

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
Agribusiness Management	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)
Welding Technology	1050	American Welding Society (AWS) Certified Welder

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	PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement	25-36	273 (AAF)	PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement
MAC 2311	150	31-40	PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement	30-36	276 (AAF)	PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement

*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 Board -Approved Student Lab Fees*

**Subject to Change with NFC District Board of Trustees Annual Approval*

NFC Annual Review of Student Fees 2025
Academic Year 2025-2026 Request for Board Approval (Summary Sheet)

Program or Course	2024-25 Fees	2025-26 Fees Request for Approval	Notes
Biological Sciences: BSC 1005C BSC 1010C BSC 2085C BSC 2086C MCB 2010	\$35 per course	\$35 per course	F2F sections only
Physical Sciences: AST 1002L CHM 1020 CHM 1033C CHM 1045L CHM 1046L CHM 2210L CHM 2211L PHY 1053L PHY 2048L	\$35 per course	\$35 per course	F2F sections only
Dev Ed: ENC 0027 MAT 0022	\$35 per course	\$35 per course	F2F sections only
Ceramics I ART 1759C	\$25	\$44	Fee covers 1 bag of clay and 56 different colors of glaze per student
Ceramics II ART 1751C	\$25	\$44	Fee covers 1 bag of clay and 56 different colors of glaze per student
Tractor Trailer Truck Driver (CDL Class A) TRA 0080	\$1,199.75	\$1, 265.75	Includes Accidental Insurance and PSAV Activity Fee
Class "B" Driving TRA 0084	\$484.75	\$620.75	Includes Accidental Insurance and PSAV Activity Fee
Emergency Med Tech EMS 1119	\$112.31	\$112.31	Includes Accidental and Liability Insurance
Emergency Med Tech EMS 1119L	\$25.00	\$25.00	Medical supplies paid for through Perkins grants
Emergency Med Responder	\$9.75	\$9.75	Includes Accidental Insurance and PSAV Activity Fee
Paramedic I EMS 2603C	\$112.31	\$112.31	Includes Accidental and Liability Insurance
Paramedic II EMS 2604C	\$6.25	\$6.25	ACLS card

Paramedic III EMS 2605C	\$31.25	\$31.25	PALS card EVOC card Medical supplies paid for through Perkins grants
Paramedic IV EMS 2659	\$13.31	\$13.31	Includes Accidental and Liability Insurance
HVAC/R ACR 0000C	\$9.75 (Supply fees covered by Perkins Grant)	\$509.75	Online Curriculum for entire program (Students will either purchase with this course or ACR 0102 C, but not both); accidental insurance and PSAV Activity Fee
HVAC/R ACR 0102C	Not offered	\$509.75	Online Curriculum for entire program (Students will either purchase with this course or ACR 0000C, but not both); accidental insurance and PSAV Activity Fee
Machinery Maintenance Mechanic I ETI 0310	\$50.00	\$50.00	Supply fees covered by Perkins \$50 for MSSC Safety Exam
Machinery Maintenance Mechanic II ETI 0311	\$150.00	\$150.00	Supply fees covered by Perkins \$150 for MSSC Quality Exams
Machinery Maintenance Technician ETI 0457		\$150.00	Supply fees covered by Perkins \$150 for MSSC Production Curriculum and Exam
Industrial Machinery Maintenance Assistant I ETI 0301	\$174.75	\$174.75	Supply fees covered by Perkins; \$165 for MSSC Online Curriculum; Accidental Insurance and PSAV Activity Fee
Industrial Machinery Specialist 1 ETI 0470	\$150.00	\$150.00	Supply fees covered by Perkins; \$150 for MSSC Curriculum and exam
Certified Production Technology EEV 0210	\$9.75	\$9.75	Supply fees covered by Perkins; Includes Accidental Insurance and PSAV Activity Fee
Certified Nursing Assistant	\$213.56	\$404.38	Includes Accidental and Liability Insurance
Childcare Center Director HEV 0160	\$9.75	\$9.75	Includes Accidental Insurance and PSAV Activity Fee

Childcare Worker 1 HEV 0870	\$9.75	\$9.75	Includes Accidental Insurance and PSAV Activity Fee
Intro to Food Prep HMF 0101	\$9.75	\$9.75	Includes Accidental Insurance and PSAV Activity Fee
LPN: Practical Nursing Foundations I PRN 0098C	\$402.20	\$1,325.02	Includes Edge 360 curriculum payment #1; Includes accidental and liability insurance
LPN: Medical Surgical Nursing I PRN 0290C	No fee	\$492.91	Includes Edge 360 curriculum payment #2; Includes accidental and liability insurance
LPN: Comprehensive Nursing and Transitional Skills PRN 0690C	\$128.00	\$694.79	Includes Edge 360 curriculum payment #3; Includes accidental and liability insurance
LPN to RN Bridge I NUR 1004C	\$336.48	\$1,532.13	Includes Edge 360 curriculum payment #1; Includes accidental and liability insurance
LPN to RN Bridge II NUR 1007C	No fee	\$648.31	Includes Edge 360 curriculum payment #2; Includes accidental and liability insurance
LPN to RN Bridge III NUR 2036	\$111.00	\$828.19	Includes Edge 360 curriculum payment #3; Includes accidental and liability insurance
Nursing Experience NUR 9999	No fee	\$1,138.40	Includes Edge 360 curriculum payment #1
Foundations of Nursing NUR 1020C	\$289.75	\$1,245.88	Includes Edge 360 curriculum payment #1; Includes accidental and liability insurance
Medical Surgical Nursing I NUR 2211C	\$211.05	\$840.91	Includes Edge 360 curriculum payment #2; Includes accidental and liability insurance
Medical Surgical Nursing II NUR 2244C	\$289.42	\$733.37	Includes Edge 360 curriculum payment #3; Includes accidental and liability insurance
Maternal Nursing & Leadership NUR 2440C	\$115.11	\$696.57	Includes Edge 360 curriculum payment #4; Includes accidental and liability insurance

Law Enforcement Basic Recruit	\$852.50	\$852.50	Summary of fees by courses provided to Registrar
Corrections Basic Recruit	\$812.50	\$812.50	Summary of fees by courses provided to Registrar
Advanced Welder I PMT 0075C		\$1,059.75	Includes Accidental Insurance and PSAV Activity Fee
Advanced Welder II PMT 0075C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee
Advanced GTAW Pipe/SMAW Pipe I PMT 0172C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee
Advanced Shielded Metal Arc Pipe Welding PMT 0176C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee
Advanced GTAW Pipe Welding PMT 0178C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee
Advanced GTAW Stainless Pipe Welding PMT 0187C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee
Welder PMT 0074C		\$796.75	Includes Accidental Insurance and PSAV Activity Fee
Welder Assistant I PMT 0070C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee
Welder Assistant II PMT 0071C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee
Welder I PMT 0080C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee
Welder II PMT 0081C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee
Welder III PMT 0082C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee
Welder SMAW I PMT 0072C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee
Welder SMAW 2 PMT 0073C		\$271.75	Includes Accidental Insurance and PSAV Activity Fee

Approval:

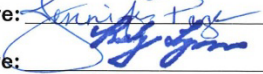
VP of Academic & Student Affairs

Date: 6/17/25

Signature: 

NFC Board of Trustees, Chair

Date: _____

Signature: 

Appendix D

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
Office of Accessibility Services	OAS@nfc.edu	Building 7	850-973-9403
Library	Library@nfc.edu	Building 4	850-973-1624
Live Oak Location	LiveOak@nfc.edu	210 Ohio Ave North Live Oak, FL	386-364-5093
Foundation (Scholarships)	Foundation@nfc.edu	Building 36	850-973-9414
Dual Enrollment & Early College Programs	DualEnrollment@nfc.edu	Building 6	850-973-1628
Perry Location	DunnellD@nfc.edu	319 Byron Butler Parkway Perry, FL	850-973-9499
Testing Center	Testing@nfc.edu	Building 6	850-973-9451

Name	Title	Email	Phone
Dr. Jennifer Page	NFC President	pagej@nfc.edu	850-973-1603
David Dunkle	Dean of Workforce & Economic Initiatives / Chief Academic Officer	dunkled@nfc.edu	850-973-9440
Lynn Wyche	Dean of Enrollment & Student Services	wychel@nfc.edu	850-973-9404
Philip Wilkerson	Director of Advising & Early College Programs	wilkersonp@nfc.edu	850-973-9455
Mary Frances Mauldin	Coordinator of Dual Enrollment	mauldinm@nfc.edu	850-973-1628
Johnathan A. Cooks	Coordinator of Early College Programs	cooks@nfc.edu	850-973-9474
Larry Akers	Director of Campus Safety & Security	akersL@nfc.edu	850-973-9477

Hamilton County High School

5683 US Highway 129 South, Jasper, FL 32052
Phone: 386-792-8100 ~ Fax: 386-792-6594

Ryan Mitchell, M.Ed., Principal
Scott Connelly, M.Ed., Assistant Principal
Stephanie Pierce, M.Ed., Assistant Principal



MEMORANDUM

TO: North Florida College

FROM: Hamilton County High School

DATE: June 11, 2025

Re: Dual Enrollment qualifications at Hamilton County High School

At Hamilton County High School, for a student to be eligible for participation in Dual Enrollment the student must have 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.

It is the position of Hamilton County High School students who have successfully completed English 1 and Algebra 1 demonstrate mastery and understanding of benchmarks at a basic secondary level. By completing these courses, as well as two more, these students also demonstrate a commitment to the time and energy required to be successful in these more rigorous courses. Based on historical evidence of students who have been successful in dual enrollment courses versus those who have not, Hamilton County High School has taken this position to ensure our students are adequately prepared with the necessary skills to be successful in a post-secondary program of study.

Sincerely,

Ryan Mitchell
Principal



Lafayette High School

ROBERT EDWARDS
SUPERINTENDENT

RAY STEWART HANCOCK
PRINCIPAL

PAULA GINN
ASSISTANT PRINCIPAL

TIM HANSON
DEAN

MELISSA HEWETT
GUIDANCE COUNSELOR

REBECCA SHARPE
GUIDANCE / ASSESSMENT

MEMO

May 5, 2025

RE: Dual Enrollment qualifications at Lafayette High School

The current articulation agreement with NFC states that students must meet the GPA requirements and have successfully completed 4 high school credits to be eligible for dual enrollment. The potential determination for student success is difficult to determine when a student has not been challenged at the rigor of high school curriculum.

Lafayette High School stands behind the idea that a student needs to prove themselves academically by being successful in high school rigor prior to engaging in college level course work. There is a huge gap in not only rigor but also academic maturity and self-discipline as well as real world exposure from middle school to college level curriculum. The social and emotional levels of a 13 year old is vastly different from that of a college level student. Without a scaffold to bridge the gap we are setting students up for a possible failure at college success. By putting safeguards in place early on, we can help assure success and not limit post-secondary opportunities.



Our Mission: Building a Community of Learners

Our Vision: To provide all students with educational opportunities within a safe environment conducive to learning which will enable them to become successful students and positive, productive citizens.

160 N.E. HORNET DRIVE • MAYO, FLORIDA 32066 • 386-294-1701 • FAX: 386-294-4197



Suwannee High School

Laura Williams
Principal

Mileydi Perez-Grijalva
*Assistant Principal
Curriculum*



Perry Davis
*Assistant Principal
Administration*

Adrienne Taylor
*Assistant Principal
Student Retention*

June 10, 2025

TO: North Florida College, Office of Dual Enrollment

FROM: Laura Williams, Principal

RE: Justification for Additional Eligibility Criteria for Dual Enrollment

Dear North Florida College Dual Enrollment Office:

Thank you for your memorandum dated May 1, 2025, regarding student eligibility and additional requirements for dual enrollment participation. We have reviewed the guidance provided by the Florida Department of Education's Office of Articulation, as well as the amended 2025–2026 articulation agreement.

In accordance with Florida Statute 1007.271(3), we affirm that any additional eligibility criteria implemented by Suwannee High school are not arbitrary, but rather serve to ensure student readiness and success in postsecondary coursework. Our intent is to support students who are academically and developmentally prepared to meet the demands of college-level instruction.

We appreciate the clarification and guidance from the Department of Education and North Florida College, and we agree with the expectations set forth in the statute and articulation agreement. We remain committed to upholding equitable access to dual enrollment opportunities for all eligible students.

Please consider this letter our formal agreement and justification. Should you require any further documentation or clarification, do not hesitate to contact me directly.

Sincerely,

Laura Williams

Principal

Suwannee High School

386.647.4035

<mailto:laura.williams@suwannee.k12.fl.us>

Chuck Finley
Principal

Kelli Brannen
Assistant Principal



900 N Johnson Stripling Rd, Perry, FL 32347
p: 850.838.2525 | f: 850.838.2521

July 31, 2025

To: Mr. Cooks

RE: Dual Enrollment qualifications Taylor County High School

The current articulation agreement with NFC states that students must meet the GPA requirements and have successfully completed 4 high school credits to be eligible for dual enrollment. The potential determination for student success is difficult to determine when a student has not been challenged at the rigor of high school curriculum.

Taylor County High School stands behind the idea that a student needs to prove themselves academically by being successful in high school rigor prior to engaging in college level course work. There is a huge gap in not only rigor but also academic maturity and self-discipline as well as real world exposure from middle school to college level curriculum. The social and emotional levels of a 14-year-old is vastly different from that of a college level student. Without a scaffold to bridge the gap we are setting students up for a possible failure at college success. By putting safeguards in place early on, we can help assure success and not limit post-secondary opportunities.

Please contact us at 850.838.2525 or chuck.finley@taylor.k12.fl.us with any further questions or concerns.

Thank you,

A handwritten signature in black ink, appearing to read "Chuck Finley", is written over a light blue horizontal line.

Chuck Finley

Principal