



**DUAL ENROLLMENT
ARTICULATION AGREEMENT**

2024-2025 School Year

PERSONALIZED EDUCATION PROGRAM

(Print Student Name)

AND

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

Date Received: _____
G#: _____



DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN
NORTH FLORIDA COLLEGE
and
PERSONALIZED EDUCATION PROGRAM

2024-2025 Academic Year

Please Print

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

Address: _____

Birthdate: _____ Phone: _____ District: _____

Personalized Education Program Parent/Guardian Information:

Name: _____ Phone: _____

Parent/Guardian Email: _____

Term of this Agreement: The Articulation Agreement is effective from August 1, 2024 through July 31, 2025 between the District Board of Trustees of North Florida College (“College”) and the above listed established Personalized Education Program (“Parent”). Further, this agreement shall continue in force from the date of the last signature and shall be subject to annual review and revision prior to the fall term, by the President (or designee) of North Florida College.

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

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

Pursuant to section 1007.271, Florida Statutes, the dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. College preparatory and physical education courses shall not be included in courses offered in the dual enrollment program.

Process for Informing PEP Parents and Students About Dual Enrollment Opportunities

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

Delineation of Courses and Programs Available

1. **Dual Enrollment**, Section 1007.271 Florida Statutes (2023)

Section 1007.271(1), Florida Statutes (2023), establish that a dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

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

2. **Early Admission Dual Enrollment**, Section 1007.271(10), Florida Statutes (2023)

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

3. **Career Dual Enrollment**, Section 1007.271(7), Florida Statutes (2023)

Career Dual Enrollment allows students to earn industry certifications which count as credits toward the high school diploma, section 1008.44, Florida Statutes (2023). Students may take up to 330 vocational clock hours per term part-time Career Dual Enrollment.

4. **Career Early Admission**, Section 1007.271(11), Florida Statutes (2023)

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

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

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

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.

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

***Associate in Arts Degree (A.A.)**

***Associate in Science Degree (A.S.)**

Accounting Technology
Business Administration
Criminal Justice Technology
Emergency Medical Services

***College Credit Certificates**

Accounting Technology Management
Accounting Technology Operations
Accounting Technology Specialist
Child Care Center Management Specialization
Criminal Justice Technology Specialist
Emergency Medical Technician (EMT-Basic)
Preschool Specialization

****Career and Workforce Certificates**

Certified Production Technology
Early Childhood Professional Certificate (ECPC)
Florida CMS Correctional Basic Recruit Academy
Emergency Medical Responder
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)
Industrial Machinery Maintenance 1
Industrial Machinery Maintenance 2

**3.0 high school unweighted GPA and qualifying test scores on a common placement test required.*

***2.0 high school unweighted GPA required.*

Delineation of High School Credit Earned

- The Parent is responsible for deciding the suitability of courses and ensuring completion of requirements for graduation from high school.
- Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions. See Appendix A Dual Enrollment Transfer Guarantees.
- The College shall assign letter grades to each student enrolled in a dual enrollment course. Dual enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. All grades, including 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.
- Credit earned by personalized education students through dual enrollment shall apply toward the completion of a personalized education program that meets the requirements of section 1002.395, Florida Statutes (2023). All grades, including those attempted but not earned, must be entered on the high school transcript.
- Dual enrollment courses must apply directly toward the student's general requirements for high school graduation, 1003.4282 and 1007.271, Florida Statutes (2023).

Dual Enrollment Eligibility Requirements:

Initial Eligibility Requirements:

- Provide proof of award (copy of the scholarship award notification letter from Step Up for Students) and participation (copy of the award status from the EMA scholarship portal showing the current school year and award ID) in the Personalized Education Program. Students must be officially enrolled in a PEP program in grades 6 through 12 and in compliance with section 1002.395, Florida Statutes (2023) in one of the six county NFC services areas. Due to grade eligibility requirements, personalized education students must state their grade level. No changes or exceptions will be made to extend grade levels or graduation dates.
- Sign a Personalized Education Program articulation agreement.
- Be responsible for transportation.
- Students whose parents choose to teach and direct the education of their children, pursuant to section 1002.395, Florida Statutes (2023), and who meet the eligibility requirements for dual enrollment as specified in section 1007.271 Florida Statutes (2023), shall be permitted to enroll in dual enrollment coursework at North Florida College.

- Students must be participating in a secondary curriculum designed to accelerate toward a postsecondary degree.
- Students must provide annual verification that they are participating in a Personalized Education Program. The Parent must notify the Office of Dual Enrollment if a student enrolls in a public school, private school, or home education program during the current academic year.
- Students must achieve a minimum score for reading, writing, and math preparation through submission of evidence of readiness for college-level work with appropriate scores on a common placement test pursuant to Rule 6A-14.064 and Rule 6A-10.0315, F.A.C. No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement scores in reading, writing, and math, with the exception of the course Strategies for Academic Success. See Appendix B.
- Placement Testing Requirements
 - Dual Enrollment and Early Admission Dual Enrollment:
Students must show evidence of readiness for college-level work with appropriate scores on a common placement test for college credit dual enrollment (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 Dual Enrollment and Career Early Admission:
Students are not required to show evidence of readiness for college-level work on a common placement test.
- There may be program admission requirements/exit requirements for Career and Workforce Education programs and other dual enrollment eligible limited access programs. Students who enroll in Career Certificate programs may be required to complete an entry-level basic skills examination within the first six weeks after admission into the program. See the College Catalog for exemptions of basic skills requirements. Students are responsible for the costs for placement and/or exit tests.

Continued Eligibility Requirements:

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

College-Level Course Expectations

- The College recommends all first-time dual enrollment students complete a Dual Enrollment Orientation provided by the College. The College will inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of each term.
- The student handbook is accessible through the College website. The student handbook is included in the College Catalog and details add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, etc.
- The College recommends all students be advised by an NFC academic advisor after earning at least 12 credit hours.
- The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) criteria and select instructional materials. Course materials and course discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
- While enrolled in dual enrollment courses the personalized education student shall be required to comply with all applicable policies and procedures which apply to North Florida College students.

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

Application Process for New Dual Enrollment Students

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

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

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

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Dual enrolled students will be assigned the catalog year in which they were admitted while dual enrolled. If a dual enrolled student intends to graduate from NFC prior to

or simultaneously with high school graduation, the College will determine graduation requirements based on the beginning date of the student's dual enrollment participation.

Registration Process for Dual Enrolled Students

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

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

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

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

Career and Workforce Education programs may have separate registration deadlines.

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

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

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

Responsibilities

The Office of Dual Enrollment will maintain records of student's placement test scores, distribute and process applications and registrations, process drop/add and withdrawal forms, and monitor grades with respect to the articulation agreement.

The Parent and the Office of Dual Enrollment will share the responsibility for monitoring the academic progress of the PEP student. Note that the GPA earned through dual enrollment applies to the student's college GPA and high school GPA.

The Office of Dual Enrollment will work closely with students and parents, along with College advisors, to develop student academic and education plans.

Students are required to secure their own Internet and computer access for classes.

Early Alerts

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

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.

Maximum Course Load

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

Maximum Credit Hours

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

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 Personalized Education Program. 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.

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

Maximum Age for Participation in Dual Enrollment

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

Attendance and First Week Course Participation

Regular and consistent attendance facilitates student success. Absences in excess may impact a student’s course grade. There are no “excused” absences and students should notify the instructor when they are absent. Students are responsible for the material covered during their absence. 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. Career and Workforce Education programs have specific attendance policies. See course syllabi for specific information.

Summer Dual Enrollment

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.

Strategies for Academic Success

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

Testing

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

Grades

Final course grades are available in the student's MyNFC account following the date listed for each term on the NFC Academic Calendar.

Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on the College transcript.

Grade Forgiveness

A student who earns a grade of D or F will not be able to register the following term. After a one-term "sit out," the student may register with the approval of the 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.

Courses in which a "D" or "F" is earned may be repeated one time for grade forgiveness if the college GPA is 2.0 or higher.

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

Withdrawals

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

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

Tuition and Fees

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

Costs associated with tuition and fees, including registration and laboratory fees, will not be passed along to the student. All students are exempt from the payment of tuition and all fees, section 1007.271(2), Florida Statutes (2023).

Textbooks and Instructional Material

- 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 is not required to purchase optional textbooks or instructional material.
- The College will not reimburse the Personalized Education Program, parent, or student for instructional material purchased outside of the College loan process.
- Students will receive communications from the Office of Dual Enrollment, through their NFC email account, with information about receiving the required instructional material before the start of each term.

Students with Disabilities

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.

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		Classic Learning Test (CLT)
					Through July 2022	Since August 2022	Since August 2023
READING		106	24	19	245	256	38 (Sum of Verbal Reasoning and Grammar/Writing Sections)
WRITING/ENGLISH		103	25	17	245	253	
MATH	MAT 1033 MGF 1106 MGF 1107 STA 2023	114	24	19	242 (QAS)	261 (QAS)	16 (Quantitative Reasoning Section)
	MAC 1105	123	26.5	21	N/A	263-275 (AAF)	TBD

A combination of scores is accepted. Scores that are more than 2 years old may not be used for initial placement, 1008.30, Florida Statute. Rule 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation.

ACCUPLACER Next Generation and Mathematics:

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

Appendix C

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
Textbooks	summersk@nfc.edu	Building 2	850-973-1630

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

