

BOARD MEETING DATE: May 19, 2026

ITEM NO: VIII-A

RECOMMEND THAT the District Board of Trustees approves the Dual Enrollment Articulation Agreement for Home Education Students & Personalized Education Plan (PEP) Participants within NFC's service district for the 2026-2027 academic year.

THIS RECOMMENDATION is requested to support accelerated college and career opportunities for qualified home education and PEP (Personalized Education Program) students within the NFC service district through participation in Dual Enrollment during the 2026-2027 academic year. Updates and/or changes from the 2025-2026 articulation agreements are indicated by underlined text.



**DUAL ENROLLMENT
ARTICULATION AGREEMENT**

2026-2027 School Year

HOME EDUCATION PROGRAM

AND

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

DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN

**NORTH FLORIDA COLLEGE
and
HOME EDUCATION PROGRAM**

2026-2027 Academic Year

Term of this Agreement: The Articulation Agreement is effective from August 1, 2026, through July 31, 2027, between the District Board of Trustees of North Florida College (“College”) and the above listed established Home Education Program (“Parent/Guardian”). Further, this agreement shall continue in force from the date of the last signature and shall be subject to annual review and revision prior to the fall term, by the President (or designee) of North Florida College.

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

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

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

1. Process for Informing Home Education Parent/Guardians and Students About Dual Enrollment Opportunities.

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

2. Delineation of Courses and Programs Available to Dual Enrolled Home Education Students.

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

A. Dual Enrollment, Section 1007.271, Florida Statutes

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

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

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

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

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

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

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

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (330+ clock hours per term) in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need the permission of the 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.

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

Dual enrollment courses may be taken at any NFC location where college courses are taught, subject to approval by the Parent/Guardian. 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.

To improve articulation and reduce excess credit hours, each student pursuing an Associate in Arts (A.A.) degree must identify an intended baccalaureate degree program offered by an institution of interest by the time the student completes 30 semester credit hours, pursuant to section 1007.23(4), Florida Statutes.

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

Associate in Arts Degree – A.A.	60 credit hours
Associate in Science Degree – A.S.	
Accounting Technology	60 credit hours
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.

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.

Delineation of High School Credit Earned

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

3. Dual Enrollment Eligibility Requirements for Home Education Students and Communication of College-Level Course Expectations

Initial Eligibility Requirements: To participate in dual enrollment, home education students must meet the eligibility requirements established in section 1007.271, Florida Statutes, and applicable College policies. Specifically:

- Students must be officially enrolled in a home education program pursuant to section 1002.41, Florida Statutes, and provide annual verification of enrollment in a home education program.
- Students must be enrolled in grades 6 through 12, reside within the College's approved service area, and declare their current grade level.
- Students must be participating in a secondary-level curriculum designed to accelerate progress toward a postsecondary credential.
- Students and Parent/Guardian must sign a Home Education Program Articulation Agreement prior to enrollment and agree to comply with all College policies.

- Placement Testing Requirements:
 - College Credit: Dual Enrollment and Early Admission Dual Enrollment
 - Students must show evidence of readiness for college-level work with appropriate scores on all sections (Reading, Writing, and Mathematics) of a common placement test for college credit dual enrollment pursuant to Rule 6A-14.064 and Rule 6A-10.0315, F.A.C. (Appendix B) except as permitted for enrollment in Strategies for Academic Success (SLS 1103). The test scores must be valid as of the first day of the term in which the student enrolls in the course. Scores are valid for two years from the test date.
 - Career and Workforce Certificate: Career Dual Enrollment and Career Early Admission
 - Students are not required to show evidence of readiness for college-level work on a common placement test.
 - There may be program admission requirements/exit requirements for Career and Workforce Education programs and other dual enrollment eligible limited access programs. Students who enroll in Career Certificate programs may be required to complete an entry-level basic skills examination within the first six weeks after admission into the program. See the College Catalog for exemptions of basic skills requirements. Students are responsible for the costs for placement and/or exit tests.

Continued Eligibility Requirements

- Achieve and maintain, with no exceptions, a 2.0 College GPA.
- Students cannot be scheduled to graduate high school prior to the completion of the dual enrollment course.
- Students 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

Communication of College-Level Course Expectations

North Florida College informs home education students and their parents/guardians of the rigor, responsibilities, and expectations associated with college-level coursework prior to and throughout participation in the dual enrollment program through the following methods:

- **Articulation Agreement:** Students and parents/guardians acknowledge in writing their understanding that dual enrollment courses are college-level, adhere to postsecondary academic standards, impact both the college GPA and high school GPA, and become part of the student's permanent college transcript.
- **Course Syllabi:** Each course syllabus outlines learning objectives, assessment and grading standards, attendance requirements, academic integrity policies, and expectations for communication and course participation.
- **College Catalog and Student Handbook:** Institutional policies, including registration deadlines, academic requirements, student conduct standards, and additional college procedures, are published in the College Catalog and Student Handbook.

- **NFC Website, Email, and Electronic Communications:** Students receive official College communications through their NFC email account, including registration information, academic notices, instructional material details, and important deadlines. Policy and program information is also available on the NFC website.

By participating in dual enrollment, students and parents/guardians acknowledge that college courses require independent learning, consistent engagement, adherence to deadlines, and maturity appropriate for a postsecondary academic environment, and that failure to meet these expectations may affect continued eligibility.

4. Process by Which Students and Parent/Guardians Exercise the Option to Participate in the Dual Enrollment Program.

Application Process for New Dual Enrollment Students

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

Step 2: The Parent/Guardian will submit appropriate placement test scores, signed Home Education Dual Enrollment Articulation Agreement, and home school verification to the Office of Dual Enrollment & Early College Programs by August 1 for Fall Term and December 1 for Spring Term. The NFC Dual Enrollment & Early College Programs Office 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.

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

Registration Process for Dual Enrolled Students

Step 1: Students must complete the online NFC Dual Enrollment Registration Request Form, including all required information and applicable Course Reference Numbers (CRNs). NFC Advising is available to assist students as needed.

Registration requests for Full Term, Mini A, and Mini B courses must be submitted during the college's advertised initial registration period for the full-term session. Students may request to drop a Mini B course; however, Mini B courses may not be added after this registration period.

Step 2: The NFC Dual Enrollment & Early College Programs office will register students for eligible courses during the advertised term registration dates, in accordance with College policy and based on course availability.

Step 3: Students are responsible for confirming their registration by logging into their MyNFC account and reviewing their current schedule in Banner.

Course registration is not guaranteed. Students are strongly encouraged to submit registration requests as early as possible each term. Registration dates for each term are published 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/Guardian to ensure that the student registration request and qualifying placement scores are received by the Office of Dual Enrollment & Early College Programs 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.

5. Responsibilities of the Postsecondary Institution, Parent/Guardian, and Home Education Participant (Student).

NFC Dual Enrollment & Early College Programs will maintain records of student 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/Guardian and the Office of Dual Enrollment & Early College Programs share responsibility for monitoring the academic progress of the home education student. Coursework completed through dual enrollment becomes part of the student's permanent college transcript and is calculated into both the college GPA and the high school GPA.

Students must follow the College Academic Calendar each term; adhere to all College policies, including those related to academic integrity, conduct, and attendance; and comply with academic honesty and plagiarism policies as outlined in course syllabi and the College Catalog.

Early Alerts

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

Maximum Course Load

Dual Enrollment: up to 11 credits per term

Early Admission Dual Enrollment: 12-15 credits per term

Career Dual Enrollment: up to 330 clock hours per term

Career Early Admission: 330-480 clock hours per term

Students requesting to dual enroll in more than 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 Home Education Official (Parent/Guardian). 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, 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 and First Week Course Participation

Regular and consistent attendance facilitates student success. Absences in excess may impact a student's course grade. There are no "excused" absences and students should notify the instructor when they are absent. Students are responsible for the material covered during their absence. If there is no verifiable participation within the first week of the term, the student will be dropped from the course for 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 are eligible to enroll in summer courses when offered by NFC. New dual enrollment applications will not be accepted in the summer term. Graduating high school seniors are not eligible for dual enrollment during the summer term under the dual enrollment program. If a high school senior chooses to enroll in summer courses, they must submit an NFC application and will be responsible for all tuition, fees, and instructional material.

Strategies for Academic Success

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

Testing

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

Grades

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

Grade Forgiveness

A student who earns a grade of D or F will not be able to register the following term. After a one-term "sit out," the student may register with the approval of the Parent/Guardian. Courses in which a grade of "D" or "F" is earned may be repeated one time for grade forgiveness if approved by the Parent/Guardian 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.

Withdrawals

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

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

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 earn two or more grades of “W” will become ineligible for dual enrollment.

Student Technology Access and Course Participation Expectations

Students are responsible for securing reliable computer and internet access necessary to participate in dual enrollment coursework, including online and technology-enhanced courses.

Students must ensure their technology meets course requirements and allows regular access to the College’s learning management system, College email, and other instructional platforms. Students enrolled in courses are expected to log in regularly, actively participate in course activities, meet published deadlines, and communicate with instructors in accordance with course syllabus requirements. Failure to maintain consistent access or participation may negatively impact academic progress and course completion.

North Florida College provides computer and internet access on campus during normal college operating hours. On-campus access is subject to availability, College policies, and scheduled hours of operation. Access may be limited during evenings, weekends, holidays, academic breaks, or periods of emergency or operational closure. The College does not guarantee continuous or extended access outside normal operating hours.

Students are encouraged to plan accordingly and ensure they have adequate off-campus access to meet course expectations.

Transportation

The student, or the parents/guardians of said student shall be responsible for transportation.

Tuition and Fees

A student participating in a dual enrollment program must meet the minimum eligibility requirements specified in section 1007.271, Florida Statutes. Home Education Students enrolled in dual enrollment are exempt from the payment of registration and tuition. The College application fee will not be assessed while students are actively participating in the Dual Enrollment Program. However, the application fee will be assessed when a student applies for admission to a degree program at North Florida College following graduation from the home education program.

The College will seek reimbursement for dual enrollment tuition and instructional materials through the Dual Enrollment Scholarship Program, pursuant to section 1009.30, Florida Statutes.

Costs associated with tuition and fees, including registration and laboratory fees, shall not be passed on to the student. In accordance with section 1007.271(2), Florida Statutes, all dual enrollment students are exempt from the payment of tuition and all fees.

Textbooks and Instructional Material

Instructional materials may include digital courseware, eBooks, lab kits, consumables, online access

codes, and other required course resources.

All required textbooks & instructional materials will be provided to students on a loan basis and must be returned to the College by the required due date at the end of the term. Items not returned by the student may result in cancellation or prevention of registration, per College procedure. The College is not required to purchase optional textbooks or instructional material.

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. The College is not responsible for providing instructional materials to any student who opts out of BibliU Inclusive Access.

The College will not reimburse the home education program, Parent/Guardian, or student for instructional material purchased outside of the College loan process.

Students will receive communications from the Office of Dual Enrolment & Early College Programs, through their NFC email account, with information about receiving the required instructional material before the start of each term.

6. Statement On Transfer Guarantees Developed by the Florida Department of Education

“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.”

The Dual Enrollment Transfer Guarantees document is also available on the Florida Department of Education website at <http://www.fldoe.org/policy/articulation>

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

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



APPENDIX	
A	Dual Enrollment Transfer Guarantees
B	Dual Enrollment Initial Eligibility and Placement
C	NFC Contact List
D	Dual Enrollment Home Education Verification Form

Appendix A

DUAL ENROLLMENT TRANSFER GUARANTEES

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

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

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

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

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

July 2012

Appendix B

Dual Enrollment Initial Eligibility and Placement

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

*Score is Evidence-Based Reading and Writing section.

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

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

ACCUPLACER Next Generation and Mathematics:

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

August 2024

Appendix C

NFC Contact List

Department	Email	Location	Phone
Academic Affairs	AcademicAffairs@nfc.edu	Building 3	850-973-9402
Academic Success Center	ASC@nfc.edu	Building 4	850-973-1719
Admissions	Admissions@nfc.edu	Building 3	850-973-1622
Advising	Advising@nfc.edu	Building 2	850-973-1737
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



Dual Enrollment Home Education Verification Form

Please complete all sections of this form and email it to DualEnrollment@nfc.edu.

This form verifies that the parent or legal guardian of the student listed below is registered with a school district within North Florida College’s service area (Hamilton, Jefferson, Lafayette, Madison, Suwannee, or Taylor County) and is in compliance with the Home Education Program pursuant to Florida Statute 1002.41.

This form must be signed by a school district representative or include documentation verifying the student’s enrollment in a home education program. The completed form must be submitted with the student’s Dual Enrollment Application to North Florida College.

Alternatively, the school district may submit a letter on official letterhead confirming the student’s compliance with home education requirements and including the information listed below.

Please contact the local school district office with any questions regarding Home Education procedures.

STUDENT INFORMATION

Legal First Name: _____ Legal Middle Name: _____
 Legal Last Name: _____ Date of Birth: _____
 Home Address: _____ City: _____ County: _____ State: _____

PARENT / GUARDIAN INFORMATION

Legal First Name: _____ Legal Last Name: _____
 Phone: _____ Email: _____

TO BE COMPLETED BY SCHOOL DISTRICT OFFICIALS ONLY

Home Education Administrator Name: _____ Title: _____
 Email: _____ Phone: _____

Please Indicate School District:

Hamilton Madison Jefferson Lafayette Suwannee Taylor

Date Student Was Registered as a Home Education Participant in the District: _____

Student is currently in compliance as specified in Home Education Statute 1002.41: Yes No

District Home Education Administrator Signature Date

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

BE IT FURTHER RESOLVED that this agreement will be in effect from the date of entering into this agreement – August 1, 2026. The agreement shall be subject to annual review and renewal by North Florida College at the end of the aforementioned academic year. If any of the parties fail to follow the terms and conditions of the agreement as set forth herein, the other parties have the right to terminate this agreement immediately upon written notice to the others.

Any modifications, additions, or deletions to this agreement must be made in writing and signed by the signatories of this document or their successors.

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

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

Please Print:

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

Parent/Guardian Name: _____

Dr. Jennifer H. Page, President Date
North Florida College

Student Signature Date

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

Parent/Guardian Signature Date

<p>For NFC Dual Enrollment & Early College Programs Use Only Date Received: _____ G#: _____</p>
--



**DUAL ENROLLMENT
ARTICULATION AGREEMENT**

2026-2027 School Year

PERSONALIZED EDUCATION PROGRAM

AND

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

DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN

**NORTH FLORIDA COLLEGE
and
PERSONALIZED EDUCATION PROGRAM**

2026-2027 Academic Year

Term of this Agreement: The Articulation Agreement is effective from August 1, 2026, through July 31, 2027, between the District Board of Trustees of North Florida College (“College”) and the above listed established Personalized Education Program (“Parent/Guardian”). Further, this agreement shall continue in force from the date of the last signature and shall be subject to annual review and revision prior to the fall term, by the President (or designee) of North Florida College.

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

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

Pursuant to section 1007.271, Florida Statutes, the dual enrollment program is the enrollment of an eligible secondary student, home education student, or Personalized Education Plan Participant 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.

1. Process for Informing Personalized Education Plan Parent/Guardians and Students About Dual Enrollment Opportunities.

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

2. Delineation of Courses and Programs Available to Dual Enrolled Personalized Education Plan Students.

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

A. Dual Enrollment, Section 1007.271, Florida Statutes

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

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

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

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

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

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

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

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (330+ clock hours per term) in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need the permission of the 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.

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

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

Dual enrollment courses may be taken at any NFC location where college courses are taught, subject to approval by the Parent/Guardian. 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.

To improve articulation and reduce excess credit hours, each student pursuing an Associate in Arts (A.A.) degree must identify an intended baccalaureate degree program offered by an institution of interest by the time the student completes 30 semester credit hours, pursuant to section 1007.23(4), Florida Statutes.

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

Associate in Arts Degree – A.A.	60 credit hours
Associate in Science Degree – A.S.	
Accounting Technology	60 credit hours
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.

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.

Delineation of High School Credit Earned

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

3. Dual Enrollment Eligibility Requirements for Personalized Education Plan Students and Communication of College-Level Course Expectations

Initial Eligibility Requirements: To participate in dual enrollment, Personalized Education Plan students must meet the eligibility requirements established in section 1007.271, Florida Statutes, and applicable College policies. Specifically:

- Provide proof of award (copy of the scholarship award notification letter from Step Up for Students) and participation (copy of the award status from the EMA scholarship portal showing the current school year and award ID) in the Personalized Education Program. Students must be officially enrolled in a personalized education program in grades 6 through 12 and in compliance with section 1002.395, Florida Statutes, in the six county NFC service area.
- Due to grade eligibility requirements, personalized education students must state their grade level. No changes or exceptions will be made to extend grade levels or graduation dates.

- The Parent/Guardian must notify the NFC Dual Enrollment & Early College Programs if a student enrolls in a public school, private school, or home education program during the current academic year.
- Students whose parents/guardians choose to teach and direct the education of their children, pursuant to section 1002.41, Florida Statutes, and who meet the eligibility requirements for dual enrollment as specified in section 1007.271 Florida Statutes, shall be permitted to enroll in dual enrollment coursework at North Florida College.
- Students must be participating in a secondary-level curriculum designed to accelerate progress toward a postsecondary credential.
- Students and Parent/Guardian must sign a Personalized Education Plan Program Articulation Agreement prior to enrollment and agree to comply with all College policies.
- Placement Testing Requirements:
 - College Credit: Dual Enrollment and Early Admission Dual Enrollment
 - Students must show evidence of readiness for college-level work with appropriate scores on all sections (Reading, Writing, and Mathematics) of a common placement test for college credit dual enrollment pursuant to Rule 6A-14.064 and Rule 6A-10.0315, F.A.C. (Appendix B). The test scores must be valid as of the first day of the term in which the student enrolls in the course. Scores are valid for two years from the test date.
 - Career and Workforce Certificate: Career Dual Enrollment and Career Early Admission
 - Students are not required to show evidence of readiness for college-level work on a common placement test.
 - There may be program admission requirements/exit requirements for Career and Workforce Education programs and other dual enrollment eligible limited access programs. Students who enroll in Career Certificate programs may be required to complete an entry-level basic skills examination within the first six weeks after admission into the program. See the College Catalog for exemptions of basic skills requirements. Students are responsible for the costs for placement and/or exit tests.

Continued Eligibility Requirements

- Achieve and maintain, with no exceptions, a 2.0 College GPA.
- Students cannot be scheduled to graduate high school prior to the completion of the dual enrollment course.
- Students 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

Communication of College-Level Course Expectations

North Florida College informs Personalized Education Plan students and their parents/guardians of the rigor, responsibilities, and expectations associated with college-level coursework prior to and throughout participation in the dual enrollment program through the following methods:

- **Articulation Agreement:** Students and parents/guardians acknowledge in writing their understanding that dual enrollment courses are college-level, adhere to postsecondary academic standards, impact both the college GPA and high school GPA, and become part of the student's permanent college transcript.
- **Course Syllabi:** Each course syllabus outlines learning objectives, assessment and grading standards, attendance requirements, academic integrity policies, and expectations for communication and course participation.
- **College Catalog and Student Handbook:** Institutional policies, including registration deadlines, academic requirements, student conduct standards, and additional college procedures, are published in the College Catalog and Student Handbook.
- **NFC Website, Email, and Electronic Communications:** Students receive official College communications through their NFC email account, including registration information, academic notices, instructional material details, and important deadlines. Policy and program information is also available on the NFC website.

By participating in dual enrollment, students and parents/guardians acknowledge that college courses require independent learning, consistent engagement, adherence to deadlines, and maturity appropriate for a postsecondary academic environment, and that failure to meet these expectations may affect continued eligibility.

4. Process by Which Students and Parent/Guardians Exercise the Option to Participate in the Dual Enrollment Program.

Application Process for New Dual Enrollment Students

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

Step 2: The Parent/Guardian will submit appropriate placement test scores, signed Personalized Education Plan Dual Enrollment Articulation Agreement, and proof of award and participation in PEP to the to the Office of Dual Enrollment & Early College Programs by August 1 for Fall Term and December 1 for Spring Term. The NFC Dual Enrollment & Early College Programs Office 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.

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

or simultaneously with high school graduation, the College will determine graduation requirements based on the beginning date of the student's dual enrollment participation. The Parent/Guardian is responsible for ensuring the completion of requirements for graduation from high school.

Registration Process for Dual Enrolled Students

Step 1: Students must complete the online NFC Dual Enrollment Registration Request Form, including all required information and applicable Course Reference Numbers (CRNs). NFC Advising is available to assist students as needed. Registration requests for Full Term, Mini A, and Mini B courses must be submitted during the college's advertised initial registration period for the full-term session. Students may request to drop a Mini B course; however, Mini B courses may not be added after this registration period.

Step 2: The NFC Dual Enrollment & Early College Programs office will register students for eligible courses during the advertised term registration dates, in accordance with College policy and based on course availability.

Step 3: Students are responsible for confirming their registration by logging into their MyNFC account and reviewing their current schedule in Banner.

Course registration is not guaranteed. Students are strongly encouraged to submit registration requests as early as possible each term. Registration dates for each term are published 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/Guardian to ensure that the student registration request and qualifying placement scores are received by the Office of Dual Enrollment & Early College Programs 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.

5. Responsibilities of the Postsecondary Institution, Parent/Guardian, and Personalized Education Plan Participant (Student).

NFC Dual Enrollment & Early College Programs will maintain records of student 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/Guardian and the Office of Dual Enrollment & Early College Programs share responsibility for monitoring the academic progress of the Personalized Education Plan student.

Coursework completed through dual enrollment becomes part of the student's permanent college transcript and is calculated into both the college GPA and the high school GPA.

Students must follow the College Academic Calendar each term; adhere to all College policies, including those related to academic integrity, conduct, and attendance; and comply with academic honesty and plagiarism policies as outlined in course syllabi and the College Catalog.

Early Alerts

All faculty at the College send "early alerts" to academic advisors during a term when students are underperforming in a course. The Dual Enrollment Coordinator will send the student and the Parent/Guardian a copy of the unsatisfactory performance notice. If more information is needed, NFC Dual Enrollment & Early College Programs will contact the instructor.

Maximum Course Load

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

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 and First Week Course Participation

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

Summer Dual Enrollment

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

Strategies for Academic Success

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

Testing

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

Grades

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

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

Grade Forgiveness

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

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

Withdrawals

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

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

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.

Student Technology Access and Course Participation Expectations

Students are responsible for securing reliable computer and internet access necessary to participate in dual enrollment coursework, including online and technology-enhanced courses.

Students must ensure their technology meets course requirements and allows regular access to the College’s learning management system, College email, and other instructional platforms. Students enrolled in courses are expected to log in regularly, actively participate in course activities, meet published deadlines, and communicate with instructors in accordance with course syllabus requirements. Failure to maintain consistent access or participation may negatively impact academic progress and course completion.

North Florida College provides computer and internet access on campus during normal college operating hours. On-campus access is subject to availability, College policies, and scheduled hours of operation. Access may be limited during evenings, weekends, holidays, academic breaks, or periods of emergency or operational closure. The College does not guarantee continuous or extended access outside normal operating hours.

Students are encouraged to plan accordingly and ensure they have adequate off-campus access to meet course expectations.

Transportation

The student, or the parents/guardians of said student shall be responsible for transportation.

Tuition and Fees

A student participating in a dual enrollment program must meet the minimum eligibility requirements specified in section 1007.271, Florida Statutes. Personalized Education Plan Students enrolled in dual enrollment are exempt from the payment of registration and tuition. The College application fee will not be assessed while students are actively participating in the Dual Enrollment Program. However, the application fee will be assessed when a student applies for admission to a degree program at North Florida College following graduation from the Personalized Education Plan program.

The College will seek reimbursement for dual enrollment tuition and instructional materials through the Dual Enrollment Scholarship Program, pursuant to section 1009.30, Florida Statutes.

Costs associated with tuition and fees, including registration and laboratory fees, shall not be passed on to the student. In accordance with section 1007.271(2), Florida Statutes, all dual enrollment students are exempt from the payment of tuition and all fees.

Textbooks and Instructional Material

Instructional materials may include digital courseware, eBooks, lab kits, consumables, online access codes, and other required course resources.

All required textbooks & instruction materials will be provided to students on a loan basis and must be returned to the College by the required due date at the end of the term. Items not returned by the student may result in cancellation or prevention of registration, per College procedure. The College is not required to purchase optional textbooks or instructional material.

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. The College is not responsible for providing instructional materials to any student who opts out of BibliU Inclusive Access.

The College will not reimburse the Personalized Education Plan program, Parent/Guardian, or student for instructional material purchased outside of the College loan process.

Students will receive communications from the Office of Dual Enrollment & Early College Programs, through their NFC email account, with information about receiving the required instructional material before the start of each term.

6. Statement On Transfer Guarantees Developed by the Florida Department of Education

"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.”

The Dual Enrollment Transfer Guarantees document is also available on the Florida Department of Education website at <http://www.fldoe.org/policy/articulation>

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

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



APPENDIX	
A	Dual Enrollment Transfer Guarantees
B	Dual Enrollment Initial Eligibility and Placement
C	NFC Contact List

Appendix A

DUAL ENROLLMENT TRANSFER GUARANTEES

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

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

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

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

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

July 2012

Appendix B

Dual Enrollment Initial Eligibility and Placement

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

*Score is Evidence-Based Reading and Writing section.

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

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

ACCUPLACER Next Generation and Mathematics:

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

August 2024

Appendix C

NFC Contact List

Department	Email	Location	Phone
Academic Affairs	AcademicAffairs@nfc.edu	Building 3	850-973-9402
Academic Success Center	ASC@nfc.edu	Building 4	850-973-1719
Admissions	Admissions@nfc.edu	Building 3	850-973-1622
Advising	Advising@nfc.edu	Building 2	850-973-1737
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

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

BE IT FURTHER RESOLVED that this agreement will be in effect from the date of entering into this agreement – August 1, 2026. The agreement shall be subject to annual review and renewal by North Florida College at the end of the aforementioned academic year. If any of the parties fail to follow the terms and conditions of the agreement as set forth herein, the other parties have the right to terminate this agreement immediately upon written notice to the others.

Any modifications, additions, or deletions to this agreement must be made in writing and signed by the signatories of this document or their successors.

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

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

Please Print:

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

Parent/Guardian Name: _____

Dr. Jennifer H. Page, President Date
North Florida College

Student Signature Date

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

Parent/Guardian Signature Date

<p>For NFC Dual Enrollment & Early College Programs Use Only Date Received: _____ G#: _____</p>
--