



**DUAL ENROLLMENT  
ARTICULATION AGREEMENT**

*2024-2025 School Year*

---

**THE PRIVATE SCHOOLS OF:**

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

**MELODY CHRISTIAN ACADEMY  
NEW TESTAMENT CHRISTIAN SCHOOL  
POINT OF GRACE CHRISTIAN SCHOOL  
TABERNACLE BAPTIST SCHOOL  
THE OAKS PRIVATE SCHOOL  
WESTWOOD CHRISTIAN SCHOOL**

**AND**

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

<b>SECTION</b>	<b>PAGE</b>
1. Ratification or modification of all existing articulation agreements	4
2. Process by which students and their parents are informed of the dual enrollment program	5
3. Delineation of courses and programs available to eligible students	6
4. Process by which students and their parents participate in dual enrollment	8
5. List of any additional initial student eligibility requirements	12
6. Delineation of the high school credit earned for the passage of each dual enrollment course	14
7. Process for informing students and their parents of college-level course expectations	15
8. Policies and procedures, if any, for determining exceptions to the required grade point average on an individual student basis	16
9. Registration policies for dual enrollment courses determined by the college	17
10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the college faculty or adjunct faculty handbook	18
11. Exceptions, if any, to the rules, guidelines, and expectations stated in the college student handbook which applies to faculty members	19
12. Responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program	20
13. Responsibilities of the college regarding the transmission of students grades to the school district	21
14. Funding provision that delineates costs incurred by each entity	22
15. Institutional responsibilities for student transportation	23
16. Services and resources available to students with disabilities who register for dual enrollment	24
17. Appendix A Dual Enrollment Eligible Degrees and Certificates	25
18. Appendix B Dual Enrollment Initial Eligibility and Placement	26
19. Appendix C North Florida College Contact List	27
20. Appendix D Student Signature Page	28
21. Appendix E Dual Enrollment Portal MOU	29
22. Articulation Agreement Signature page	31

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

WHEREAS, pursuant to section 1007.271, Florida Statutes (2023), each school district and the community college which serves it must enter into a dual enrollment articulation agreement; and

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

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

NOW, THEREFORE,

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

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

The Articulation Council will submit the articulation agreement to the College President and the Private School for review and final approval prior to submission to the College Board of Trustees and the Private School. Upon signature, the Agreement will be in effect until July 31, ~~2024~~ 2025. The Articulation Council will review the Dual Enrollment Articulation Agreement during the spring term of each year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the Private School. The signed articulation agreement will be submitted by the College to the Department of Education on or before August 1, ~~2023~~ 2024.

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

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

This agreement shall be in effect from the date of entering into this agreement until July 31, ~~2024~~ 2025. It shall replace all previous dual enrollment articulation agreements between the parties. Any requested amendments to this agreement and academic calendar shall be made by the Private School Principal to the College's Chief Academic Officer.

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

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

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

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

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

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

#### **A. Dual Enrollment Section 1007.271, Florida Statutes (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.

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 (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. Those students are eligible to participate in high school athletics.

#### **C. 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. ~~For 2023-2024, Career and Workforce Education programs available for eligible secondary students are Certified Production Technology and the CMS Correctional Basic Recruit Training Program.~~

#### **D. 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. ~~For 2023-2024, the Career and Workforce Education program available for eligible secondary students is the Early Childhood Professional Certificate (ECPC).~~

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

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

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

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

Approved dual enrollment program courses are available in the document "Dual Enrollment Course-High School Subject Area Equivalency List" on the Florida Department of Education'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.

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

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

##### **Application Process for New Dual Enrollment Students**

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

**Step 2:** Students complete the NFC dual enrollment application using the NFC Dual Enrollment Portal. The NFC Dual Enrollment Portal link will be provided by the high school. The application requires parent signature approval. Students must sign a Private School Articulation Agreement (Appendix D), section 1007.271(24)(a)(3), Florida Statutes (2023) and provide proof of enrollment in a Private School, Section 1007.271(24)(a)(1), Florida Statutes (2023).

**Step 3:** The high school will approve dual enrollment applications using the NFC Dual Enrollment Portal. Dual Enrollment applications must be submitted by students and approved by guidance counselors by August 1 for the Fall 2023 Term and December 1 for the Spring 2024 Term. The Director of Dual Enrollment may make exceptions to the deadlines for extenuating circumstances. New student dual enrollment applications will only be accepted in the fall and spring terms. Completed applications will include the NFC application and submission of scores on a common placement test(s). The high school will confirm the student has the appropriate unweighted high school GPA and placement scores to be eligible for dual enrollment prior to approving the application in the NFC Dual Enrollment Portal.

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

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

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



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

### **Maximum Course Load**

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

### **Maximum Credit Hours**

- Eligible secondary students are entitled to participate in dual enrollment for a maximum of 70 credit hours. Students requesting to dual enroll in excess of 70 credit hours will be required to submit a written request to the Associate Dean of Academic Affairs. The decision of the ~~Dean~~ 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 high school counselor. The College recommends that eligible students in grades 9 and 10 limit coursework to two courses per term and students in grades 11 limit coursework to three courses per term.
- All courses must be at least three (3) credits and be taken for a letter grade, not including required co-requisite courses. Students should select courses to meet degree requirements, including common prerequisite courses, in order to minimize student and state costs for excess hours.

### **Maximum Age for Participation in Dual Enrollment**

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

### **Attendance & First Week Course Participation**

Regular and consistent attendance facilitates student success. Absences in excess may impact a student's course grade. There are no "excused" absences and students should notify the instructor when they are absent. Students are responsible for the material covered during their absence. 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**

Students are eligible to dual 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 term under the dual enrollment program. If a high school senior chooses to enroll in summer courses, they must submit an NFC application and will be responsible for all tuition, fees, and instructional material.

## **Strategies for Academic Success**

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

## **Testing**

For dual enrollment purposes, high school students may test in the NFC Testing Center or one of the NFC locations. ~~Set up an appointment by calling 850-973-9451 (NFC Testing Center) or 386-364-5093 (Live Oak Location) or emailing testing@nfc.edu.~~ PERT Testing at an NFC location is limited to twice each term. If ACT, SAT, ACCUPLACER, or Classic Learning Test (CLT) scores are used for placement, individual student score reports are required. See Appendix ~~D~~ B for minimum score requirements. Students are responsible for costs associated with qualifying for their dual enrollment course/program of choice.

## **Grades**

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

The College shall assign letter grades to each student enrolled in a dual enrollment course. The letter grade assigned by the College will be posted to the student's high school transcript by the Private School, section 1007.271(20), Florida Statutes (2023).

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

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

## **Grade Forgiveness**

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

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

### **Withdrawals**

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

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

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

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

An eligible secondary student is defined in section 1007.271(2), Florida Statutes, as a student who is enrolled in any of grades 6–12 in a Florida public school or a Florida private school that is in compliance with section 1002.42(2), Florida Statutes and provides a secondary curriculum pursuant to section 1003.4282, Florida Statutes. Confirmation of compliance must be provided to the college from the non-public institution.

### Initial Dual Enrollment Eligibility Requirements:

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

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

**Continued Dual Enrollment Eligibility Requirements:**

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

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

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy, or District Board or Education Policy. The high school credit awarded may be found in the ~~2023-2024~~ Dual Enrollment Course – High School Subject Area Equivalency List which is available on the Florida Department of Education website.

The high school guidance office is responsible for dual enrollment students as to the courses which may be used to meet high school graduation requirements. Dual enrollment courses must apply directly toward the student's general requirements for high school graduation, 1003.4282 and 1007.271, Florida Statutes (2023). The Private School will apply all credits earned through dual enrollment as subject area or elective credits toward high school graduation requirements. All credits not earned but attempted must be entered on the high school transcript.

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

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

The College will inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of each term. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) criteria and select instructional materials. Course materials and course discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

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

The College does not allow exceptions to the GPA requirement as specified in section 1007.271, Florida Statutes (2023).



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

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

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

**Step 3:** The Dual Enrollment Coordinator will register the students during the advertised term registration dates for the courses that are available, per College policy. ~~2023-2024 registration deadlines are available on the College website.~~ Individual student GPA's must be verified each term by the high school.

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

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

Career and Workforce Education programs may have separate registration deadlines.

Students with incomplete applications for admissions, which includes all required signatures and placement scores, will not be allowed to register. It is the responsibility of the high school to ensure that all student registration requests and qualifying placement scores are received by the Office of Dual Enrollment prior to the published registration period each term. ~~2023-2024~~ Registration, Drop/Add, and Withdrawal dates for each term are available on the College website. Students will register for courses through their high school counselor; they may not register online or directly through NFC staff.

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

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

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

**Criteria for Accreditation:**

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

**High School Faculty Personnel Assignments:**

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

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

The College student handbook does not state any exception to rules, guidelines, or expectations for faculty members, Section 1007.271(5)(a), Florida Statutes (2023) and 6A-14.064, F.A.C.

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

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

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

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

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

**Early Alerts**

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

The Office of Dual Enrollment will work closely with students, schools, and the high school guidance professionals, along with College advisors, ~~in the to~~ develop of student academic and education plans, ~~using DegreeWorks and Advising Plans.~~

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

The College will maintain official student records in the Office of the Registrar. The Office of Dual Enrollment will send student letter grades to the high school guidance office within ten (10) days of the last class day of the College term. This letter grade shall be posted to the high school transcript, section 1007.271(20), Florida Statutes (2023).

The College and Private School shall jointly assume responsibility for the implementation and enforcement of any rights and responsibilities that arise by the creation, maintenance, and use of any “records” and “reports” regarding any high school students enrolled in accordance with all applicable laws, including but not limited to section 1002.22, Florida Statutes (2023). Each shall be responsible for “records” and “reports” maintained, housed, or stored by the respective institutions.

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

##### **Tuition & Fees**

- The College application fee will not be assessed while students participate in the Dual Enrollment Program. However, the application fee will be assessed when students enter a degree program at North Florida College following graduation from high school.
- A student participating in a dual enrollment program must meet the minimum eligibility requirements specified in section 1007.271, Florida Statutes (2023). The College will seek reimbursement for dual enrollment tuition and instructional material through the Dual Enrollment Scholarship Program, section 1009.30, Florida Statutes (2023). In order to submit a request for reimbursement through the Dual Enrollment Scholarship Program, a postsecondary institution will be required to have an approved private school Dual Enrollment Articulation Agreement with each school for which they intend to seek reimbursement on file with the Office of Articulation.
- Costs associated with tuition and fees, including registration, and laboratory fees, will not be passed along to the student. All students are exempt from the payment of tuition and all fees, section 1007.271(2), Florida Statutes (2023).

##### **Textbooks**

- The choice of textbooks and instructional materials shall be a College responsibility with the actual selection being a function of the faculty teaching a specific course.
- The College, through the Office of Dual Enrollment, will provide Private School students with the required instructional material on a loan basis. Students must return the loaned instructional material by the due date each term. Items not returned by the student may result in cancellation or prevention of registration, per College procedure.
- Instructional material shall include, but not be limited to, textbooks, consumables, and online codes, section 1006.29(2), Florida Statutes (2023).
- The Private School will collaborate with the Office of Dual Enrollment and assist with the distribution and collection of instructional material.
- The College will not reimburse the Private School, students, or parents for instructional material purchased outside of the College loan process.
- The College is not required to purchase optional course material.
- Students will receive communication from the Office of Dual Enrollment, through their NFC email account, with information about receiving their required instructional material each term.

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

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

**16. Section 1007.271(25), Florida Statutes (2023), requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.**

- The school guidance counselor or designee will ensure that qualified students with disabilities (including those who have Individual Education Plans or 504 Plans) are provided information about the dual enrollment program. The Private School understands that the accommodations and modifications provided to the student under the IEP are not automatically provided in the postsecondary setting. The College has a separate procedure for approving accommodations for students with disabilities. The Private School will refer the student and his/her parents to the Disability Resource Center on the College's main campus and will provide copies of relevant documentation to the College. This contract serves as a release of information. Accommodations from the College will proceed upon completion of the intake with the parent, and student and NFC Faculty's receipt of appropriate records.
- Accommodation provisions will be individually determined by the College according to Florida Statute and Florida Administrative Codes. The College agrees to arrange and provide accommodations for dual enrolled students receiving instruction at the College campus or one of its locations. The Private School agrees to arrange and provide accommodations for dual enrolled students receiving instruction on the high school campus. The high school guidance counselor will ensure that the College determinations are followed at the high school campus. The Private School is responsible for ensuring that the student receives all accommodations determined by the College. If a high school student has a dedicated, paid staff member as an aid/assistant, the Private School agrees to send that staff member with the student to the College courses. The College does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case-by-case basis between the parties.



## Appendix A

### Dual Enrollment Eligible Degrees and Certificates

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

##### Associate in Arts Degree – A.A.

##### 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

#### 2.0 High School Unweighted GPA Required

##### 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

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

\*Subject to change without prior notice.

## Appendix B

### Dual Enrollment Initial Eligibility and Placement

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

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.

## Appendix C

### NFC Contact List

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

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

**Appendix D**

**2024-2025 Dual Enrollment Articulation Agreement  
Private School  
Student Signature Page**

I have reviewed the 2024-2025 Dual Enrollment Articulation Agreement and understand the requirements and expectations of a dual enrolled student at North Florida College.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Private School Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Appendix E

**MEMORANDUM OF UNDERSTANDING**  
between  
**NORTH FLORIDA COLLEGE**  
and  
**MELODY CHRISTIAN ACADEMY**  
regarding  
**NFC DUAL ENROLLMENT PORTAL**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as MOU) is made between North Florida College (College) and Melody Christian Academy (Private School) and relates to the use of NFC's online verification program for dual enrolled high school students. Both parties have reached an understanding on the following:
2. **Purpose.** The purpose of this MOU is to establish the terms and conditions under which the Private School personnel will use the online application created and administered by the College to confirm dual enrollment eligibility for students attending their high school.
3. **Terms of MOU.** This MOU is effective upon the day and date last signed and executed by the authorized representatives of the parties to this MOU by the governing bodies of the parties' respective institutions and shall remain in full force and effect until **July 31, 2025**. This MOU may be renewed, amended, or terminated on July 31, 2025, based on the needs of the College.
4. **Responsibilities of the College.** The College will be responsible for providing an online application for dual enrolled students and allowing authorized Private School personnel to confirm student eligibility for dual enrollment at the College. Authorized School Board personnel will only have access to the applications from students enrolled at their respective institutions. The College will retain the ability to manage access of the application materials through an administrator page. The Dual Enrollment Department at the College will create and maintain procedures for authorizing and approving users for the application.
5. **Responsibilities of the Private School.** The Private School agrees to utilize the online application solely for their students and may not share or distribute any sensitive information contained within the application. The Private School may use relevant reports and data from these applications for planning and reporting purposes. The Private School will notify the College when an employee leaves employment or no longer requires access to the application portal.
6. **General Provisions**
  - A. **Amendments.** Either party may request changes to the MOU. Any changes, modifications, revisions, or amendments to this MOU must be mutually agreed upon by both parties and will be effective when executed and signed by all parties.
  - B. **NFC Dual Enrollment Portal Authorized Users.** The Private School will annually provide NFC with a mutually agreed upon list of authorized users.

# NFC Dual Enrollment Portal Authorized Users

## Melody Christian Academy 2024-2025

Amanda Davis

Employee Name

Principal

Title

amandarcamsdavis

Email @yahoo.com

386-364-4800

Phone

Employee Name

Title

Email

Phone

Matthew Yanossy

Employee Name

Assistant Principal

Title

m.yanossy@mca

Email livedak.org

386-364-4800

Phone

Employee Name

Title

Email

Phone

Amanda Stratton

Employee Name

Administrative Assistant

Title

a.ellison@melodychurch.  
Email com

386-364-4800

Phone

Approved By:

Amanda Davis

Signature

Amanda Davis

Print Name


Principal

Title

386-364-4800


Phone

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

  
\_\_\_\_\_  
John Grosskopf, President  
North Florida College


**MAR 19 2024**

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Amanda Davis, Principal  
Melody Christian Academy

**4/3/24**

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ricky Lyons, Chair  
District Board of Trustees  
North Florida College

**MAR 19 2024**

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Julie Ber, School Board Chair  
Melody Christian Academy

**4/3/24**

\_\_\_\_\_  
Date