

AMENDMENT TO 2022-2023

DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA COLLEGE And HAMILTON COUNTY SCHOOL BOARD

This amendment updates **summer dual enrollment and qualifying to dual enroll in the course Strategies for Academic Success**. This amendment updates the **funding provision that delineates costs incurred by each entity** in the Dual Enrollment Articulation Agreement between the School Board and the College in reference to the Dual Enrollment Scholarship Program 1009.30, Florida Statutes (F.S.), and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program. This amendment updates **Appendix D Dual Enrollment Initial Eligibility and Placement** in reference to the updated statute Assessing College-level Communication and Computation Skills for Public Postsecondary Education 1008.30, Florida Statutes (F.S.).

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 (2021)

1. Section 1007.271(1), Florida Statutes (2021), states “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.”
2. Students are permitted to enroll in these programs in fall, ~~and spring,~~ and summer terms during school hours and after school hours. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.
3. Part-time Dual Enrollment may take up to 11 credit hours per term.

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 the eligibility criteria to apply and register for college courses. Students will be responsible for completing the dual enrollment applications and returning the completed application to the high school counselor. The high school counselor will submit dual enrollment applications to the NFC Dual Enrollment Coordinator. Students will register for classes through their high school counselor; they may not register online or directly through the College staff.

Application Process for New Dual Enrollment Students

Step 1: Meet with high school guidance counselor to determine dual enrollment options.

Step 2: Meet required assessment testing (Appendix D). Provide proof of enrollment in a Private School. Section 1007.271(2), Florida Statute (2021).

Step 3: Complete the NFC dual enrollment application and give to high school guidance counselor. Requires parent signature.

Step 4: The high school counselor will submit dual enrollment applications to the NFC Dual Enrollment Coordinator by August 1 for Fall 2022 and December 1 for Spring 2023. New student dual enrollment applications will only be accepted in the fall and spring terms. Completed applications will include the NFC application and test scores. The high school guidance will confirm the student has the appropriate class standing and test scores to be eligible for dual enrollment prior to forwarding the application to the College. The College will send Dual Enrollment Acceptance letters to the student's home address, email provided on the dual enrollment application, and the school guidance counselor's email. It is the student's responsibility to complete the admission process following the instructions in the letter.

Step 5: Meet with the high school guidance counselor to assist with choosing appropriate courses.

Step 6: Complete the NFC registration form that includes current unweighted high school GPA verification. Guidance counselor signature required. Counselor will submit form to NFC for registration during published registration period. Certain Career and Workforce Education (CWE) programs have a separate application process. See an Academic Advisor for details.

Step 7: The student should confirm registration by logging into their MyNFC account and checking their current registration in Banner.

Step 8: Complete college courses with a grade C or better.

Summer Dual Enrollment

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

Strategies for Academic Success

Students who do not meet the statutory eligibility requirements for dual enrollment with qualifying scores on a common placement test may dual enroll in the course Strategies for Academic Success. 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.

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 (2021), as a student who is enrolled in a Florida public school or a Florida private secondary school that is in compliance with section 1002.42(2), Florida Statutes (2021) and provides a secondary curriculum pursuant to section 1003.4282, Florida Statutes (2021). Confirmation of compliance must be provided to the College from the non-public institution. Evidence of compliance can be a letter attesting that the non-public school complies or the receipt of actual documentation, i.e., catalogs, etc.

Students must meet the following eligibility criteria:

- Students must achieve a minimum score for reading, writing, and math preparation through submission of appropriate placement test scores pursuant to Rule 6A-14.064 and Rule 6A-10.0315 Florida Administrative Code (F.A.C.). No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores in reading, writing, and math, with the exception of the course Strategies for Academic Success. See Appendix D.

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

- Section 1007.271(21)(n), Florida Statutes (2021), Dual Enrollment Programs, requires school districts pay the standard tuition rate per credit hour to the College for dual enrollment instruction when the course is taken during the fall and spring term. The methodology for determining student cost is outlined in Appendix C. The School Board will not be responsible for payment of tuition or instructional material for courses taken during the summer term. The

College will seek reimbursement for summer term dual enrollment through the Dual Enrollment Scholarship Program, 1009.30, Florida Statutes. In order to submit a request for reimbursement through the Dual Enrollment Scholarship Program, section 1009.30, Florida Statutes, a postsecondary institution will be required to have an approved Dual Enrollment Articulation Agreement with each School District for which they intend to seek reimbursement on file with the Office of Articulation.

- A student participating in a dual enrollment program must meet the minimum eligibility requirements specified in section 1007.271, Florida Statutes.
- ~~The non-public secondary schools shall be held to the same statutory requirements regarding tuition payment to the College as the school districts.~~
- For fall and spring terms, an invoice will be sent to the school districts ~~and the non-public secondary schools~~ at the conclusion of the College term's verification of class attendance for each enrollment period. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour as outlined in Appendix C. Payment is due upon receipt of the invoice.
- School districts ~~and non-public secondary schools~~ will not be invoiced for students who drop college classes during the prescribed drop/add period.
- School districts ~~and non-public secondary schools~~ will be invoiced for students who withdraw ("W" grade) during the withdrawal period as outlined in the academic calendar.
- 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.
- 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. ~~Upon approval of an adopted text(s) for a course, this adoption shall remain in effect for two full calendar years. In urgent cases, permission to discontinue a text at an earlier date may be granted by the appropriate College department chair.~~
- The School Board will provide the student with the required textbook(s) and other instructional materials for the fall and spring terms. The School Board will take ownership of the textbooks and other instructional materials at the time of purchase and will reuse the materials whenever possible in future dual enrollment courses, as long as they are required for such courses. The School Board is responsible for developing its own procedures for distributing textbooks in a timely manner for student use and for collecting textbooks upon the conclusion of the semester. The College will provide a list of required textbooks for each course on the College website at least 45 days prior to the start of the term.
- The College, through the Office of Dual Enrollment, will provide the School Board students with the required instructional material on a loan basis during the summer term. Students must return the loaned instructional material by the required 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. The School Board will collaborate with the Office of Dual Enrollment and assist with the distribution and collection of instructional material for the

summer term. The College will not reimburse the School Board, student, or parent for instructional material purchased outside of the College loan process.

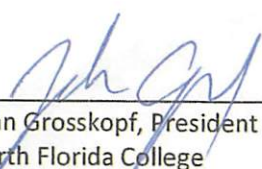
- Specialized programs and courses may have costs for expenses, such as exam fees, in addition to the required instructional material that will be the responsibility of the School Board in the fall and spring terms.
- Consumable materials assigned for use with dual enrollment courses will be issued to students. The cost of these consumables will be included on the invoice sent to the school districts ~~and the non-public secondary schools~~ at the conclusion of the College term's verification of class attendance for each enrollment period in the fall and spring terms. Costs are outlined in Appendix C.
- 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 (2021).

Appendix D

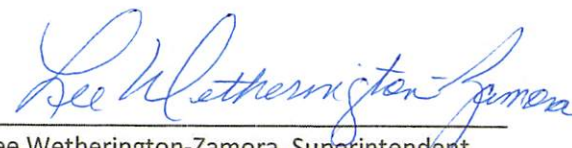
Dual Enrollment Initial Eligibility and Placement

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

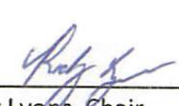
Combination of scores accepted. Scores that are more than two years old may not be used for initial placement, Florida Statute 1008.30. Rule 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation.


John Grosskopf, President
North Florida College


1/13/2023
Date


Lee Wetherington-Zamora, Superintendent
Hamilton County School District

02-14-23
Date


Ricky Lyons, Chair
District Board of Trustees
North Florida College

1/17/2023
Date


Johnny Bullard, School Board Chair
Hamilton County School District

02-14-23
Date

APPROVED BY HAMILTON SCHOOL BOARD

2/14/23

SUPERINTENDENT