

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

This agreement is entered into by and between the District Board of Trustees of North Florida Community College, Madison, Florida, hereinafter referred to as the "College," and the District School Board of Hamilton County, hereinafter referred to as the "School Board,"

WHEREAS, pursuant to §1007.271, Florida Statutes, 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 SBE Rule 6A-10.024 providing for inter alia, the establishment of joint articulation programs and agreements for college-level instruction for high school students; and

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

NOW, THEREFORE,

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

There shall be an Articulation Council composed of no fewer than four members. The College representatives shall be the Dean of Academic Affairs, the Director of Curriculum and Instruction, the Dean of Enrollment and Student Services, and the Dual Enrollment Coordinator. The Hamilton County School Board representatives shall be the High School Principal, Curriculum Coordinator and Guidance Counselor or designee.

The Articulation Council will submit the articulation agreement to the College President and the Hamilton County School District Superintendent for review and final approval prior to submission to the College Board of Trustees and to the Hamilton County School Board. Upon signature, the Agreement will be in effect until July 31, 2018. The Articulation Council will review the Dual Enrollment Articulation Agreement during the spring semester of each year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the Hamilton County District School Superintendent.

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

**APPROVED BY HAMILTON SCHOOL BOARD**

**ON**

**5/9/17**

**Rex L. Mitchell**  
**SUPERINTENDENT**

**1. 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, 2018. It shall replace all previous dual enrollment articulation agreements between the parties.

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

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

NFCC shall work with the district schools to provide a schedule of classes and will be available to communicate directly with parents and students about dual enrollment options. For information about NFCC's Dual Enrollment program call the Dual Enrollment Coordinator at 850-973-1628. The district's schools will allow College personnel reasonable access to the schools and students for purposes of program information and dissemination. The district will provide staff to assist College personnel with facilities and requested instructional equipment.

Dual enrollment courses may be taken at the College or at the high school site or at any site 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.

**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 §1007.271, Florida Statutes**

1. Section 1007.271(1) of Florida Statutes says 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."

2. Students are permitted to enroll in these programs during school hours, after school hours, and during the summer term. 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.

**B. Early Admission Dual Enrollment, §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 [minimum of 12 credit hours and a maximum of 15 credit hours per term] in courses that are creditable toward the high school diploma and the associate degree. Students who wish to register for more than 15 credit hours per term need permission of the Dean of Enrollment and Student Services.

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

1. Career dual enrollment was established by the Legislature as a positive measure to expand the scope of the dual enrollment program. Students make take up to 330 vocational clock hours per term part time Career Dual Enrollment.
2. This type of dual enrollment shall be provided as a curricular option for eligible secondary students to earn industry certifications pursuant to 1008.44, FS which count as credits toward the high school diploma.
3. For 2017-18, PSAV programs available for eligible secondary students are Automation and Production Program (APT), Early Childhood Professional Certificate (ECPC) and Medical Coder/Biller.

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

1. Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (361- 480 clock hours per term) in postsecondary programs leading to industry certifications, as listed in the Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need permission of the Dean of Enrollment and Student Services. For 2017-18, PSAV programs available for eligible secondary students are Automation and Production Program (APT), Early Childhood Professional Certificate (ECPC), and Medical Coder/Biller.

**E. Collegiate High School Program, §1007.273, Florida Statutes**

The collegiate high school program is an option for public school students in grades 11 or 12 to participate in the program for at least 1 full school year, to earn CAPE industry certification pursuant to §1008.44, and to successfully complete 30 credit hours through the dual enrollment program under §1007.271 toward the first year of college for an associate degree while enrolled in the collegiate high school program. (Appendix A)

North Florida Community 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 meeting 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.

#### **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 obtaining 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 NFCC Dual Enrollment Coordinator. Students will register for classes through their high school counselor; they may not register online or directly through NFCC staff.

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

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

Step 2: Meet required assessment testing.\*\*

Step 3: Complete the NFCC dual enrollment application Student Contract and give to your high school guidance counselor by published deadline. Requires parent signature.

Step 4: If you have acceptable test scores on record (SAT, ACT, PERT, TABE), meet with your high school guidance counselor to assist with signing up for the appropriate course.

Step 5: Complete Dual Enrollment Student Contract. Student and parent signatures are required. Your guidance counselor will verify and document your unweighted GPA, grade, and test scores.

Step 6: Complete the NFCC registration form. Guidance counselor signature required. Counselor will submit form to NFCC for registration during published registration period.

Step 7: Confirm registration by logging into the NFCC Information Network.

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

### Withdrawing from Classes

Students must contact their guidance counselor to withdraw from classes. The guidance counselor will submit the withdrawal with required signature to the Dual Enrollment Coordinator to withdraw a student from class. 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 NFCC transcript.

### Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Student must not be over age 19 by the first day of 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 Dean of Enrollment and Student Services. The decision of the Dean is final.

### Testing

For dual enrollment purposes, high school students may test in the NFCC Testing Center. Set up an appointment by emailing [testing@nfcc.edu](mailto:testing@nfcc.edu).

## **\*\*2016 Placement Chart**

**Older SAT scores in parentheses good for placement through March 2018**

COURSE		COURSE TITLE	PREREQUISITE	OR	TEST SCORE
ENC	1101	Freshman English I	REA 0056 or 0054 and ENC 0056 or 0054  Or ENC 0027  Or Older Courses: REA 0017 and ENC 0025	OR	READING: PERT Reading 106-150 CPT Reading 83-120 ACT Reading 19 SAT Reading 24 (was Verbal 440) FCAT Reading 262 -AND- WRITING: PERT Writing 103-150 CPT Sentence Skills 83-120 ACT English 17 SAT Writing /Language 25 (was Verbal 440)
MAT MGF MGF STA	1033 1106 1107 2023	Intermediate Algebra Liberal Arts Math I Liberal Arts Math II Intro College Statistics	MAT 0022 or 0056 or MAT 0054 if taken prior to Fall 2015 (201610) Or Older Courses: MAT0028C AND	OR	PERT Math 114-122 CPT Algebra 72-87 ACT Math 19-20 SAT Math 24-26 (was 440- 499) See ENC 1101 Reading Placement

			Reading Placement into ENC 1101		
MAC	1105	College Algebra	MAT 1033 AND Reading Placement into ENC 1101	OR	PERT Math 123-150 CPT Algebra 88-120 ACT Math 21-36 SAT Math 26.5-40 (was 500-549) See ENC 1101 Reading Placement
MAC	1114 2140 2233	Trigonometry Precalculus Applied Calculus I	MAC 1105	OR	PERT Math 150 CPT Algebra 100-120 ACT Math 25-36 SAT Math 26.5 – 40 (was 550-599) See ENC 1101 Reading Placement
MAC	2311	Calculus I	MAC 2140 & MAC 1114	OR	PERT Math 150 CPT Algebra 110-120 ACT Math 30-36 SAT Math 31 -40 (was 600-800) See ENC 1101 Reading Placement

DUAL ENROLLMENT	PERT	CPT	(E)ACT	SAT-I	FCAT Grade 10
Along with above, H.S. students must meet minimum reading and writing scores to dual enroll.	Reading 106 -AND- Writing 103	Reading 83 -AND- Writing 83	Reading 19 -AND- English 17	Reading 24 -AND- Writ/Lang 25 (was Verbal 440)	Reading 262

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

An eligible secondary student is defined in §1007.271(2), Florida Statutes, as a student who is enrolled in a Florida public secondary school or a Florida non-public secondary school. A non-public secondary school must be in compliance with §1002.42(2), Florida Statutes, and must conduct a secondary curriculum pursuant to §1003.428 or §1003.4282, Florida Statutes, in order for its students to be eligible to participate in a dual enrollment program. 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:**

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program. The College limits eligible students in grades 6-8 to one course per semester. The number of semester 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 semester and students in grade 11 limit coursework to three courses per semester.
- Earned a minimum of 4 high school credits.
- Achieve and maintain, with no exceptions, an unweighted 3.0 high school grade point to enroll in college credit courses.
- Achieve and maintain, with no exceptions, an unweighted 2.0 high school grade point to enroll in career dual enrollment courses/PSAV courses.
- Achieve a minimum score reading and writing preparation through submission of appropriate placement test scores pursuant to Rule 6A-14.064, Florida Administrative Code (F.A.C.). In addition, no student shall be enrolled in a college credit mathematics course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores.
- Program admission requirements/exit requirements (Appendix B) for PSAV programs and other DE eligible limited access programs. The TABE can be exempted if the student meets cut score on a college placement test (ACT, SAT, PERT, or CPT). Students are responsible for costs for placement and/or exit tests.
- Cannot be scheduled to graduate prior to the completion of the dual enrollment course.

Students may not earn more than twelve (12) college credit hours unless they have demonstrated proficiency in the basic competency areas of reading, writing, and mathematics by a postsecondary readiness assessment or are concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment.

Part-time dual enrolled students may take up to eleven semester hours or 330 vocational clock hours per term. Eligible secondary students who are considered Early Admission or Career Early Admission must take a minimum of twelve college credit hours or 360 vocational clock hours but no more than 15 college credit hours or 480 vocational clock hours per term. Hamilton County High School is responsible for ensuring completion of



requirements for graduation from high school for students approved for early admission. The admission criteria and GPA requirement are the same as regular dual enrollment.

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.

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 sign the registration form to verify that the student is eligible to take the dual enrollment course(s). Students enrolling in dual enrollment courses must identify a postsecondary education objective. The Dual Enrollment Coordinator will work closely with students and high school guidance professionals in the development of student academic and education plans.

Students who enroll in college courses in the summer of their high school graduation must do so as degree seeking students rather than dual enrolled students unless the college course begins and ends prior to their high school graduation date and contributes to the requirements necessary for high school graduation.

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

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy, or District Board of Education Policy. The high school credit awarded may be found in the 2016-2017 Dual Enrollment Course - High School Subject Area Equivalency List which is available at the Office of Articulation website under Advising Resources. <http://www.fldoe.org>. (Appendix C)

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.

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

Hamilton County High School and NFCC will work collaboratively to notify students and their parents of dual enrollment acceleration mechanisms. The NFCC dual enrollment admission application and the "Dual Enrollment Student Contract" contains language regarding college-level expectations. Both documents require the signatures of the student, the parent/guardian, high school counselor, and the College. The signatures indicate the understanding and



agreement to the terms outlined in the application and student contract. All signatures are required prior to processing the application.

NFCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria and select instructional materials. Course materials and class 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 basis**

NFCC does not allow exceptions to the GPA requirement as specified in Section 1007.271, F.S.

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

Student must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers (CRNs). The completed registration forms will be given to the Dual Enrollment Coordinator who will register the students for courses that are available at the time the form is received. Students with incomplete applications for admissions, which includes all required signatures, will not be allowed to register. Students will also not be registered if they are missing any other pertinent information, such as test scores. It is the responsibility of the high school to ensure that all student registrations and test scores are in the Office of the Registrar prior to the published registration period. 2017-18 Deadlines for High Schools are listed below.

## **2017-18 Deadlines for High Schools Hamilton**

### **Fall 2017      (Classes: August 16 – December 6)**

Registration	July 10 – August 16
Application Deadline**	August 15
Drop/Add	August 16 – August 23

### **Spring 2018      (Classes: January 8 – May 4)**

Registration	November 13 – January 5
Application Deadline**	December 7
Drop/Add	January 8 – 15

### **Summer 2017      (Classes: May 14 – July 23)**

Registration	April 16 – May 14
Application Deadline**	April 19
Drop/Add	May 14- 15

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

NFCC does not make any exception 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 NFCC 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. According to SACSCOC, requirements for faculty teaching associate degree courses designed for transfer to a baccalaureate degree are as follows: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). The

credentials for all full-time and adjunct instructors in all programs will be maintained in the office of the Chief Academic Officer.

North Florida Community College will provide for the orientation, supervision, and evaluation of all full-time and adjunct instructors.

- The Director of Curriculum and Instruction, with the involvement of the appropriate department chair, will hold an orientation meeting for adjunct faculty. All adjunct faculty teaching dual enrollment courses are required to attend.
- The Director of Curriculum and Instruction will meet with or email the adjunct faculty at least once each term for the purpose of discussing and clarifying institutional policies and procedures as well as expectations.
- The Director of Curriculum and Instruction will partner the adjunct faculty member with a full time faculty member in the same discipline who acts as a content “go to” person.
- The Director of Curriculum and Instruction will conduct periodic evaluations of the performance of adjunct faculty members. Such evaluations may include classroom visitations, assessment of instructional materials including tests and other measures of student progress, and student evaluations of instruction. These evaluations will be maintained in the Office of Academic Affairs.
- The faculty handbook is accessible through the NFCC website. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.
- The student handbook is accessible through the NFCC website. The student handbook details add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, etc. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.

**Personnel Assignments:**

- The Dean of Academic Affairs will be responsible for approving faculty to teach dual enrollment courses. The high school is responsible for providing the College Chief Academic Officer with the graduate transcripts of a resident faculty member that it desires to put forward as a possible teacher of NFCC courses.
- The faculty assigned to teach dual enrollment courses will meet SACSCOC criteria. The College will collaborate with the School Board in making faculty appointments to teach dual enrollment courses at the high school.
- All NFCC faculty, including those teaching classes meeting in the high schools, will be paid by the College unless alternate arrangements are agreed upon by the School Board and the College.
- There will be an orientation for instructors assigned to teach dual enrollment courses. This will be part of the College preplanning activities and will be directed by the Director of Curriculum and Instruction.

- The purpose of the orientation session will be to share important information and instructional materials that will support and enhance teaching effectiveness. Instructional effectiveness throughout the district remains a high priority for the College.

#### **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 NFCC student handbook does not state any exception to rules, guidelines, or expectations for faculty members.

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

The high school will designate an individual responsible for serving as the contact person for dual enrollment. The high school will be responsible for the following administrative tasks:

- Identifying students who may be eligible for and benefit from dual enrollment;
- Verifying that the student is eligible to register for dual enrollment courses on the basis of documented placement test scores, high school GPA, and readiness for college.
- Ensuring that student registrations are in the Office of the Registrar in accordance with the published registration period.
- Assuring reasonable access to schools and students by College personnel for purposes of program information and dissemination.
- Providing staff to assist College personnel with facilities and requested instructional equipment.
- Responding to requests for transcripts for dual enrollment students in a timely manner.
- Using College adopted textbooks and instructional materials.
- Adhering to the College calendar. (Appendix D)

The evaluation of students and the assigning of grades are the prerogatives and responsibilities of the faculty member assigned to teach the class 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. Any unavoidable changes to the grading policies in the syllabus must be communicated in writing to each student in the course. Instructors may assign only those grades specified in the catalog. The instructor of record must assign all grades in a given course.

All faculty at NFCC send "early alerts" to academic advisors three times a semester when students are underperforming in class. The Dual Enrollment Coordinator will send the high

school guidance office a copy of the unsatisfactory performance notice. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

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. Under such circumstances, a written explanation of the situation will be attached to the final grade roster.

A student may not be registered in 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.)

Students who earn a grade of D, F, or WF will not be able to register the following semester. After a one semester "sit out", the student may register with the approval of the high school counselor or designee. Courses in which a grade of D, F, or WF is earned may be repeated one time for grade forgiveness if approved by the high school counselor or designee.

If a dual enrolled student withdraws from a college credit course and receives the grade of "W," the high school guidance counselor or designee makes the determination whether or not the student registers 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.

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.

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. As dual enrolled, the student is limited to two attempts per course.

Dual enrollment courses may be taken at the College or at the high school site or at any site where college courses are taught, subject to approval by the high school guidance counselor.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in NFCC's Student Handbook.

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be 4 class meetings for a three credit hour course on MW or TR. There are no "excused" absences. An absence is an absence, and students are responsible for 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 class for

nonattendance. This includes all methods of delivery. PSAV programs may have specific attendance policies. See course syllabi for specific information.

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

The College will maintain student records in the Office of the Registrar. The Office of the Registrar will send student grades to the high school guidance office within ten (10) days of the last class day of the College term.

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

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

1. Florida Statute §1007.271(21)(n), Dual Enrollment Programs, requires school districts pay the standard tuition rate per credit hour to the College for dual enrollment instruction. The methodology for determining student cost is outlined in Appendix E.
2. The non-public secondary schools shall be held to the same statutory requirements regarding tuition payment to the College as the school districts.
3. 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. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour as outlined in Appendix E. Payment is due upon receipt of the invoice.
4. School districts and non-public secondary schools will not be invoiced for students who drop college classes during the prescribed drop/add period.
5. 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.
6. 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 Community College following graduation from high school.
7. The School Board will provide the student with the required textbook(s) and other instructional materials. 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. NFCC will provide the high school contact person access to the required textbook list two (2) months prior to the start of any given term.

8. 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. Costs are outlined in Appendix E.
9. The parents of a non-public school high school student are responsible for the purchase of textbook(s), instructional materials, and other fees required for dual enrollment courses.

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

The student, the parents of said student, or the school district shall provide transportation.

### **16. Special Populations**

1. Minority enrollment is encouraged in dual enrollment programs. High school guidance counselor or designee will ensure that minority students are provided information about the dual enrollment program, including the advantages afforded students who register for college courses while in high school.
2. The high school shall provide the College a letter outlining the steps taken to promote dual enrollment opportunities for minorities.
3. High school guidance counselor or designee will ensure that qualified students with disabilities (including those who have Individual Education Plans or 504 Plans) are provided information about the dual enrollment program. The School District understands that the accommodations and modifications provided to the student under the IEP are not automatically provided in the postsecondary setting. NFCC cannot be held to the decisions of the IEP Committee. NFCC has a separate procedure for approving accommodations for students with disabilities. The School District will refer the student and his/her parents to the Office of Student Disability Services on the NFCC main campus and will provide copies of relevant documentation to NFCC. This contract serves as a release of information. IEP's may not be sufficient evidence. The School District is responsible for all student testing to determine disabilities. Accommodations from the college will proceed upon completion of the intake with the parent and student and receipt of appropriate records.
4. Accommodation provisions will be individually determined by NFCC in conjunction with the student, parent, and high school guidance counselor or designee. NFCC agrees to arrange and provide accommodations for dual enrolled students receiving instructions at any facility other than the high school. The School District agrees to arrange and provide accommodations for dual enrolled students receiving instruction on the high school site. The high school guidance counselor will ensure that NFCC's determinations are followed at the high school campus. The School District is responsible to ensure that the student receives all accommodations determined by NFCC. If a high school student has a dedicated, paid staff member as an auxiliary aid/assistant, the School District agrees to send that staff member with the student to NFCC classes. NFCC 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**

**COLLEGIATE HIGH SCHOOL PROGRAM AGREEMENT BETWEEN  
THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA COMMUNITY COLLEGE  
and  
THE DISTRICT SCHOOL BOARD OF [NAME OF COUNTY]**

This agreement is entered into by and between the District Board of Trustees of North Florida Community College, Madison, Florida, hereinafter referred to as the "College," and the District School Board of \_\_\_\_\_ County, hereinafter referred to as the "School Board,"

WHEREAS, pursuant to §1007.273, Florida Statutes, each school district and Florida College System institution which serves it must execute a contract to establish one or more collegiate high school programs for qualified students through the efficient use of the College's programs and resources;

THEREFORE,

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

**I. EFFECTIVE DATE AND EFFECT OF AGREEMENT**

Upon signature, the effective date of this agreement shall be July 31, 2017 and will be in effect until July 31, 2018.

**II. PARTIES TO THE AGREEMENT**

North Florida Community College and the District School Board of \_\_\_\_\_ County.

**III. GRADE LEVELS INCLUDED IN THE COLLEGIATE HIGH SCHOOL PROGRAM**

Eligible grade 12 students shall have access to the Collegiate High School postsecondary program, which will allow for the completion of 30 college credit hours during the fall and spring terms of an academic year at North Florida Community College.

**IV. DESCRIPTION OF COLLEGIATE HIGH SCHOOL PROGRAM**

The North Florida Community College Collegiate High School Program will allow eligible students to complete up to 30 credit hours from one of four academies within the program. Those academies are Information Technology, Digital Media, Business, and AA general.

For those students who choose to seek CAPE industry certifications, courses within the curriculum for each of the four options will provide the necessary preparation. The attached Appendix A provides detailed descriptions of the four academy tracks, including academy curriculum, high school equivalency for courses, CAPE (Career and Professional Education) industry certifications available with listings of preparation courses, course instructor(s), and method(s) of delivery. The eligible courses included in this agreement are designated by common course prefixes, numbers, and course titles.

The Collegiate High School curriculum for the Information Technology, Digital Media, and Business Academy also affords students the ability to earn one or more Technical Certificates. A Technical Certificate (College Credit Certificate) consists of fewer than sixty college credits, as defined in F.A.C. 6A-10.033(1)(a), which are part of an Associate of Science or Associate of Applied Science degree program and prepare students for entry into employment.

#### V. PROCESS BY WHICH STUDENTS AND PARENTS ARE INFORMED

\_\_\_\_\_ County High School and NFCC will work collaboratively to notify students and their parents of the Collegiate High School dual enrollment program through handouts, mail outs, and the College website. The handouts, mail outs, and the NFCC dual enrollment webpage outline the expectations of the dual enrolled student in college-level classes. The high school shall inform all eligible secondary students and their parents of the Collegiate High School dual enrollment option, including eligibility criteria and the process by which students and parents exercise their option to participate. NFCC shall work with the high school to provide a schedule of classes and will be available to communicate directly with parents and students about this dual enrollment option. In addition, the dual enrollment admission application contains language regarding college-level expectations. The application requires the signatures of the student, the parent/guardian, and the high school counselor. The signatures indicate the understanding and agreement to the terms outlined in the application. All signatures are required prior to processing the application.

#### VI. INSTRUCTIONAL METHODS AND COURSE INSTRUCTORS

The instructional delivery methods and course instructors for the Collegiate High School curriculum are outlined in Appendix A for the four academy tracks.

All courses which comprise the Collegiate High School curriculum will be taught by paid contracted NFCC instructors regardless of delivery method. All instructors will 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 Chief Academic Officer.

Course delivery methods may be traditional (face to face), online, video conference delivery from NFCC campus to offsite location, or hybrid (30 – 80% online delivery). The academy programs of study outlined in Appendix A are for an academic year. Specific course offerings, instructors, and course delivery methods may not be established until that semester's class schedules are completed. Thus an addendum to this contract will be added for each semester to specify that term's course offerings, instructors, and course delivery methods.

## VII. STUDENT ADVISING SERVICES

College personnel are responsible for appropriate student academic advisement and educational planning. College personnel will work closely with students and high school counselors in the development of student education plans. The high school guidance office is responsible for informing dual enrollment students of the courses which may be used to meet high school graduation requirements. College personnel are responsible for assisting students with Collegiate High School course selections consistent with their postsecondary educational goals and plans. High school counselors and college personnel will collaborate on content and submission of student performance contracts for those students who are participating in the Collegiate High School program. A performance contract will be provided for each student for each term he/she participates in the program. The contract will be signed by the student, parent, school district, and NFCC. The contract will include, at a minimum, the schedule of courses for the semester, industry certifications available to the student, attendance requirements, and course grade requirements.

To ensure transferability of credits, students' educational plans should be closely evaluated. Students who intend to transfer should carefully evaluate each course to determine its applicability in meeting degree requirements for the intended program and transfer institution.

#### VIII. STUDENT PROGRESS MONITORING MECHANISM

The evaluation of students and the assigning of grades are the prerogative and responsibility of the instructor assigned to the class in which the student is enrolled. The method for determining the final course grade, including the activities to be graded and their respective weighting, shall be specified in the course syllabus and distributed to the student. Any instructor teaching dual enrollment students must notify the Dual Enrollment Coordinator at North Florida Community College when student academic performance and/or attendance is not satisfactory. The Dual Enrollment Coordinator will send the high school guidance office a copy of the unsatisfactory performance notice. Information regarding NFCC academic support services available to the student will be provided to the student. An instructor may refer a student to the NFCC Academic Success Center based on academic performance or where a need for supplemental academic support or tutoring is indicated.

#### IX. PROGRAM REVIEW PROTOCOLS AND STUDENT PERFORMANCE MECHANISM

North Florida Community College has a professional and active program of institutional effectiveness through which relevant data regarding student and instructor performance are collected and analyzed on a regular basis. All programs are monitored to ensure quality and consistency. Effectiveness initiatives are led by the Office of Institutional Effectiveness, Research, and Accreditation in accordance with the assessment plan designed to include all PSAV and college credit course offerings. The Chief Academic Officer will be responsible for ensuring that programs and the level of instruction demonstrate the level of academic rigor expected of all college courses.

Educational programs are required to submit Institutional Effectiveness (IE) Program Summary reports with annual updates to the Institutional Effectiveness Coordinator. These documents detail goals, objectives, outcome descriptions, assessment processes, and actual outcomes. Additionally, all courses and instructors are evaluated through observation and student surveys on a regular basis.

#### X. FUNDING ARRANGEMENTS

Florida Statute 1007.271(21)(n), Dual Enrollment Programs, requires school districts to pay the standard tuition rate per credit hour to the College for dual enrollment instruction. The per credit hour rate for credits taught or delivered from NFCC by either full time or adjunct instructors under a paid contract is outlined in Appendix B.

For Fall and Spring terms, an invoice will be sent to the school districts at the conclusion of the college term's verification of class attendance. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour as outlined in Appendix B. Payment is due by the end of the term. School districts will not be invoiced for students who drop college classes during the prescribed add/drop period. School districts 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 Dual Enrollment. However, the application fee will be assessed when students enter a degree program at North Florida Community College following high school graduation.

Instructional materials assigned for use with dual enrollment courses will be provided at no cost by the School Board to include required textbook(s) and other instructional materials. The School Board will take ownership of the textbooks and other instructional materials at the time of purchase and may reuse materials whenever possible in future dual enrollment courses, as long as they are required for such courses. The College is not responsible for providing transportation for dual enrollment participants.

#### XI. STUDENT ELIGIBILITY

An eligible secondary student is defined in F.S. §1007.271(2), as a student who is enrolled in a Florida public secondary school or a Florida non-public secondary school. An unweighted 3.0 high school GPA must be achieved and maintained to enroll in college credit courses. Students must also maintain a 2.0 college grade point average to continue in dual enrollment.

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) and for verifying that the student is eligible for admission as a dual enrolled student. The guidance counselor at the high school will sign the registration form to verify that the student is eligible to take the dual enrollment course(s). Students may not enroll in the Collegiate High School program unless they have demonstrated proficiency in the basic competency areas of reading, writing, and mathematics by a postsecondary readiness assessment.

Students enrolling in the Collegiate High School Program must identify choice of academy based on their postsecondary education objectives and goals. The College Dual Enrollment Coordinator will work closely with students and high school guidance professionals in the development of student academic and education plans.

The high school is responsible for verifying that the student is eligible to apply for admission as a dual enrolled student in the Collegiate High School program. The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Students with incomplete applications for admission will not be allowed to register. Incomplete applications may cause delays that prevent registration into the desired course or academy. Incomplete applications may cause delays that prevent registration into the desired course or academy, students with incomplete applications for admission will not be allowed to register in the Collegiate High School program.

Students may enroll in one of the Collegiate High School program academies as part-time or as full-time (Early Admission). Part-time Collegiate High School participants may enroll in up to 11 credit hours but no less than 6 credit hours. If the number of credits for a student falls below 6 credit hours as a result of dropping or withdrawing from a course, he or she will be considered as part-time dual enrollment but will no longer be considered as a Collegiate High School program participant. Full-time Collegiate High School participants must enroll in a minimum of 12 college credit hours but may enroll in no more than 15 credits.

If a dual enrolled student receives a grade of "D" or "F" in any college credit course, the student must "sit out" the next term. This means the student cannot register the next available term as a dual enrolled student. If a dual enrolled student withdraws from a college credit course and receives the grade of "W," the high school guidance counselor makes the determination whether or not the student registers the next term.

Any course with the grade of "D" or "F" cannot be repeated without a written request to the College Dual Enrollment Coordinator from the high school guidance counselor. The final decision rests with the College.



## **Appendix B**

### **Program Admission Requirements for Dual Enrollment Students**

#### **Dual Enrollment Eligible PSAV and Limited Access Programs**

##### **Advanced Manufacturing and Production Technology Admission Requirements**

1. Completion of the NFCC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. Students wishing to be admitted to this program should contact the instructor, Mr. Eustace for further program information. He can be reached at (850) 973-1670 or eustaceb@nfcc.edu.
4. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program and achieve the required minimum scores of Reading 9.0, Language 9.0, and combined Mathematics 9.0 prior to program completion. A \$10 fee is required to be paid at the time of testing. The TABE can be exempted if the student has passing score on a college placement test. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.

##### **Early Childhood Professional Certificate (ECPC) Admission Requirements\***

1. Completion of the NFCC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. All students are required to complete and clear a Level II background screening.
4. Meet with the program director. Call (850) 973-9449 to schedule an appointment.
5. Be a senior in high school. \*\*
6. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program. The TABE can be exempted if the student has passing score on a college placement test.

\* See NFCC Catalog for more information.

\*\* Students must have reliable form of transportation for travel to daycare sites.

##### **Emergency Medical Technician (EMT-Basic) Admission Requirements**

###### **A completed total application process includes:**

1. Completion of the NFCC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. Achieve a minimum score reading and writing preparation through submission of appropriate placement test scores.
4. Completion of the EMS application. In addition, the applicant must verify the following on the

EMT-B application:

- Ability to lift and carry 125 lbs.
  - Good judgment under stress.
  - Freedom from abuse of alcohol or any other drugs.
  - Willingness to meet the personal appearance and grooming standards of the program and clinical agencies.
5. Submission to an FDLE background check and fingerprinting.
  6. Must be at least 17 years of age and provide a copy of birth certificate and driver's license.
  7. A copy of a valid CPR card.
  8. Current physical examination, 10 panel drug screen, and record of immunizations.
  9. Mandatory attendance at an orientation session.
  10. Dates and times will be made available to all applicants.

### **Medical Coder/Biller Admission Requirements**

Students wishing to be admitted to this program must contact the program instructor, Takiyah Mitchell, at (850) 973-9478.

Students may enter the program at the beginning of each semester.

Students must:

1. Completion of the NFCC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school principal and meet dual enrollment criteria.
3. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program and achieve the required minimum scores of Reading 11.0, Language 11.0, and combined Mathematics 9 prior to program completion. A \$10 fee is required to be paid at the time of testing. Exemptions from TABE exit requirements based on successful completion of college coursework or demonstrated readiness for public postsecondary education will be evaluated by the Office of Enrollment Services and the program advisor. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.
4. Students eligible for internships are required to complete and clear a Level II background screening at the student's expense.
5. Students eligible for internships must have a clear 10 panel urine drug screen at the student's expense.

## Appendix C

### 2017-2018 High School Subject Area Equivalency List for NFCC Courses

Current law allows any course in the State Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment. However, due to the nature of admission criteria or program clinical agency requirements some programs limit access for DE students. Programs with limiting admission criteria that eliminate them as DE options have not been considered in the development of this document. The NFCC courses listed are not offered every semester and listings may change in future academic years. The NFCC courses listed are based on the 2016-2017 College Catalog. Course titles listed are those used by NFCC and published in the NFCC Catalog. For the complete list: <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>

#### ENGLISH

NFCC Course	Course Title	High School credit awarded
AML 2010	American Literature I	1.0
AML 2020	American Literature II	1.0
ENC 1101	Freshman Composition I	1.0
ENC 1102	Freshman Composition II	1.0
ENL 2012	British Literature I	1.0
ENL 2022	British Literature II	1.0
LIT 1000	Introduction to Literature	1.0
LIT 2110	World Literature I	1.0
LIT 2120	World Literature II	1.0

#### FOREIGN LANGUAGE\*

\*Effective for students initially entering the Florida College System in academic year 2016-17, a two semester sequence of foreign language (or demonstrated competency in a foreign language) will be required for Associate of Arts degree-seeking students. Legislated requirement may be satisfied by completion of 2.0 high school credits of the same foreign language taken consecutively.

NFCC Course	Course Title	High School credit awarded
SPN 1000	Conversational Spanish	0.5
SPN 1120	Elementary Spanish I	1.0
SPN 1121	Elementary Spanish II	1.0
SPN 2200	Intermediate Spanish I	0.5
SPN 2201	Intermediate Spanish II	0.5

#### MATHEMATICS

NFCC Course	Course Title	High School credit awarded
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MAC 1105	College Algebra	1.0
MAC 1114	Trigonometry	1.0
MAC 2140	Precalculus	1.0
MAC 2233	Applied Calculus	1.0
MAC 2311	Calculus I	1.0
MAC 2312	Calculus II	1.0
MAC 2313	Calculus III	1.0
MAP 2302	Differential Equations	1.0
MGF 1106	Liberal Arts Mathematics I	1.0
MGF 1107	Liberal Arts Mathematics II	1.0
STA 2023	Introductory College Statistics	1.0

### PERFORMING/FINE ARTS

Each NFCC course listed below is a 3 credit hour course and thus is guaranteed 0.5 high school credit.

NFCC Course	Course Title	High School credit awarded
ARH 2000	Humanities Art	0.5
ART 2201	Basic Design I	0.5
ART 2202	Basic Design II	0.5
ART 1300	Basic Drawing I	0.5
ART 1301	Basic Drawing II	0.5
ART 2500	Painting Composition I	0.5
ART 2501	Painting Composition II	0.5
ART 1759	Ceramics I	0.5
ART 1751	Ceramics II	0.5
PGY 2401	Introduction to Photography	0.5
SPC 1608	Fundamentals of Speech	0.5

### PHYSICAL EDUCATION

NFCC Course	Course Title	High School credit awarded
HSC 1100	Personal Health	0.5

### PRACTICAL ARTS/CAREER EDUCATION CREDIT

Postsecondary adult vocational (PSAV) clock hour courses taken through dual enrollment but **not** listed below shall be awarded 1.0 high school credit for each 150 hours, rounded down to the nearest 0.5 credit. NFCC courses that are part of an ATD, AS, or Technical Certificate are included in the Electives listing; high school credit award is designated as 0.5 elective credit for courses that are 3 credit hours or higher. Note that some postsecondary career education programs for which courses are listed either in this section or the Electives section of this document may have additional admission criteria.

NFCC Course	Course Title	High School credit awarded
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ETI 0481	Production Worker	1.0 vocational
ETI 0482	Assembler	1.0 vocational
ETI 0484	Process Assistant	1.0 vocational
ETI 0485	Automation and Production Technician	1.0 vocational
FFP 0010	Firefighter I	3.0 vocational
GRA 2207C	Advanced Electronic Imaging	0.5 practical arts
HEV 0160	Child Care Center Director	0.0 vocational
HEV 0870	Child Care Worker I	1.0 vocational
HEV 0871	Child Care Worker 2	1.0 vocational
HEV 0872	Teacher Aide (Preschool)	1.0 Practical Arts
HEV 0873	Preschool Teacher	1.0 vocational
HIM 0009	Introduction to Health Information Technology	0.5 vocational
HIM 0091	Medical Coder/Biller I	2 vocational
HIM 0092	Medical Coder/Biller II	2 vocational
HIM0093	Medical Coder/Biller III	2 vocational
OTA 0030	Assistant Digital Production Designer	1.0 vocational
OTA 0040	Information Technology Assistant	1.0 practical arts
OTA 0041	Front Desk Specialist	2.0 vocational
OTA 0043	Administrative Assistant	3.0 vocational
OTA 0631	Medical Office Technologist	2.0 vocational
OTA 0651	Medical Administrative Specialist	2.0 vocational

## SCIENCE

The content in the sequence of BSC 1010C and BSC 1011C is comparable to the standards for Biology 1 and therefore if both are completed may be used as preparation for the associated EOC.

NFCC Course	Course Title	High School credit awarded
AST 1002	Introduction to Astronomy	0.5
AST 1002/AST 1002L	Introduction to Astronomy + Introduction to Astronomy Lab	1.0
BOT 2010C	General Botany	1.0
BSC 1005C	Introduction to Biology (non-majors course)	1.0
BSC 1010C	Principles of Biology I	1.0
BSC 1011	Principles of Biology II	1.0
BSC 1050	Man & Environment	0.5
BSC 2084C	Essentials of Anatomy & Physiology	1.0
BSC 2085C	Anatomy & Physiology I	1.0

BSC 2086C	Anatomy & Physiology II	1.0
CHM 1033C	Survey of Chemistry	1.0
CHM 1045	General Chemistry I	0.5
CHM 1045/CHM 1045L	General Chemistry I + General Chemistry I Lab	1.0
CHM 1046/CHM 1046L	General Chemistry II + General Chemistry II Lab	1.0
CHM 2210	Organic Chemistry I	0.5
CHM 2210/CHM2210L	Organic Chemistry I + Organic Chemistry I Lab	1.0
CHM 2211	Organic Chemistry II	
CHM 2211/CHM2211L	Organic Chemistry II + Organic Chemistry I Lab	1.0
EVR 1001	Introduction to Environmental Science	0.5
MCB 2010C	Microbiology	1.0
PHY 1020C	Fundamentals of Physics	1.0
PHY 2048/PHY2048L	Physics I with Calculus + Physics I with Calculus Lab	1.0
PHY 2049/PHY2049L	Physics II with Calculus + Physics II with Calculus Lab	1.0
PHY 1053/PHY 1053L	General Physics I + General Physics I Lab	1.0
PHY 1054/PHY 1054L	General Physics II + General Physics II Lab	1.0
PSC 1341C	Physical Science I	1.0
ZOO 2010C	General Zoology	1.0

### SOCIAL STUDIES

The content of the sequence of AMH 2010 and AMH 2020 is comparable to the standard for United States History and therefore if both are completed may be used as preparation for the EOC assessment.

NFCC Course	Course Title	High School credit awarded
AMH 2010	American History I	0.5
AMH 2020	American History II	0.5
POS 2041	American National Government	0.5
WOH 1012	World History to 1600	0.5
WOH 1022	World History Since 1600	0.5
ECO 2013	Macroeconomics	0.5
ECO 2023	Microeconomics	0.5

## ELECTIVES

Three credit hour (or equivalent) postsecondary courses taken through dual enrollment offered at NFCC **not** listed in previous subject area lists shall be awarded at least 0.5 high school elective credits. For those listed below that are part of a postsecondary career/technical program of study at NFCC (Technical Certificate (CCC), AS, or ATD) the designated HS credit is at least 0.5 elective credit for those courses that are 3 or more credit hours. Only NFCC programs have been listed for courses that are either AA General Education options or where that course is a program requirement. Courses that are fewer than 3 credit hours are not listed.

NFCC course	NFCC program (s)	Course Title	High School credit awarded
AMH 1070	AA General Education/Social Science	History of Florida	0.5
AMH 2091	AA General Education/Social Science	African-American History & Culture	0.5
ACG 2021	AA Business Emphasis, AS Business Administration, AS Accounting Technology Management, CCC Business Operations, CCC Business Development and Entrepreneurship, CCC Accounting Technology Management, CCC Accounting Technology Operations, CCC Accounting Technology Specialist	Introduction to Financial Accounting	0.5
ACG 2071	AA Business Emphasis; AS Business Administration, AS Accounting Technology Management, CCC Business Operations: Accounting/Budgeting Operations; CCC Accounting Technology Operations, CCC Accounting Technology Management	Introduction to Managerial Accounting	0.5
ACG 2104	AS Accounting Technology Management	Intermediate Accounting I	0.5
ACG 2114	AS Accounting Technology Management	Intermediate Accounting II	0.5
ACG 2450	AS Business Administration, AS Accounting Technology Management, CCC Human	Microcomputers in Accounting	0.5



	Resources Administrator; CCC Accounting Technology Management, CCC Accounting Technology Operations, CCC Accounting Technology Specialist		
APA 2501	AS Accounting Technology Management; CCC Accounting Technology Management	Payroll accounting	0.5
TAX 2000	AS Accounting Technology Management; CCC Accounting Technology Management	Individual Income Tax	0.5
BUL 2241	AS Business Administration, AS Accounting Technology Management, CCC Human Resources Administrator, CCC Business Operations; CCC Human Resource Administrator	Legal Environment of Business	0.5
CCJ 1020	AA General Education/Social Sciences; AS Criminal Justice Technology	Introduction to Criminal Justice	0.5
CCJ 2010	CCC Criminal Justice Technology Specialist	Nature of Crime	0.5
CCJ 2022	AS Criminal Justice Technology; CCJ Criminal Justice Technology Specialist	Concepts & Issues in Criminal Justice	0.5
CCJ 2350		Correctional Facility Organization/Operations	0.5
CCJ 2053	AS Criminal Justice Technology	Criminal Justice Ethics	0.5
CET 1171C	CCC Network Security	IT Essentials	0.5
CET 1600C	CCC Network Security	Cisco Introduction to Networks	0.5
CET 1610C	CCC Network Security	Cisco Routing and Switching Essentials	0.5
CET 2615C	CCC Network Security	Cisco Scaling Networks	0.5
CET 2620C	CCC Network Security	Cisco Connecting Networks	0.5
CGS 1100C	AA Business Emphasis; AS Business Administration, AS Accounting Technology Management, CCC Business Operations, CCC Human Resources Administrator, AS Digital Media/Multimedia and related CCC's, CCC Business Development and Entrepreneurship, CCC Accounting Technology Management, CCC Accounting	Computer Applications I	0.5

	Technology Operations CCC Criminal Justice Technology Specialist		
CGS 1520	AS Digital Media/Multimedia Technology	Multimedia Programming	0.5
CGS 1930C	CCC Business Development and Entrepreneurship	Computer Science Special Topics	0.5
CGS 2515	AS Accounting Technology Management; CCC Accounting Technology Management	Spreadsheet Applications for Business	0.5
CGS 2571C	AS Business Administration	Computer Applications II	0.5
CHD 2220		Child Growth and Development	0.5
CIS 2381C	CCC Network Security	Computer Forensics and Investigations	0.5
CIS 2352C	CCC Network Security	Ethical Hacking I	0.5
CJE 1301		Police Patrol Operations	0.5
CJE 2300		Police Administration and Operations	0.5
CJL 1100	AS Criminal Justice Technology	Criminal Law	0.5
CJL 2062	AS Criminal Justice Technology	Constitutional Law	0.5
CJL 2500	AS Criminal Justice Technology	America's Courts and the Criminal Justice System	0.5
CJE 1600	; CCC Criminal Justice Technology Specialist	Criminal Investigations	0.5
CTS 1120C	CCC Network Security	Security+	0.5
CTS 1387C	CCC Network Security	Linux/Unix Fundamentals	0.5
CTS 2664C	CCC Network Security	CCNA Security	0.5
CLP 1140		Abnormal Psychology	0.5
DEP 2004	AA General Education/Social Science	Human Development	0.5
ECO 2013	AA General Education Business Emphasis, CCC Business Development and Entrepreneurship	Macroeconomics	0.5
ECO 2023	AA General Education Business Emphasis; AS Accounting Technology Management; AS Business Administration; CCC Business Development and Entrepreneurship	Microeconomics	0.5
EDF 2005	AA Education Emphasis	Introduction to the Teaching Profession	0.5
EDF 2085	AA Education Emphasis	Introduction to Diversity for Educators	0.5
EDP 2002		Educational Psychology	0.5
EME 2040	AA Education Emphasis, CCC Digital Media/Multimedia	Introduction to Technology for Educators	0.5

	Instructional Technology Specialization		
EMS 1119	ATD Emergency Medical Technician	Emergency Medical Technician I	1.0
EMS 1119L	ATD Emergency Medical Technician	Emergency Medical Technician I Lab	0.5
ENT 1000	AS Business Administration, CCC Business Development and Entrepreneurship; AS Digital Media/Multimedia Technology	Introduction to Entrepreneurship	0.5
FIN 1100		Personal Finance	0.5
FIN 2000	AS Accounting Technology Management, AS Business Administration	Principles of Finance	0.5
GEB 1011	AS Business Administration, AS Accounting Technology Management, CCC Human Resources Administrator, CCC Business Operations, AS Digital Media/Multimedia Technology; CCC Accounting Technology Management; CCC Accounting Technology Operations; CCC Accounting Technology Specialist;	Introduction to Business	0.5
GEB 1136	AS Business Administration, CCC Business Development and Entrepreneurship	Introduction to e-Business	0.5
GEB 2430		Business Ethics	
GEB 2930	AS Business Administration, AS Accounting Technology Management; CCC Business Development and Entrepreneurship	Business Administration Capstone	0.5
GRA1213		Basic Electronic Imaging	0.5
GRA 1952	AS Digital Media/Multimedia Technology	Portfolio Review	0.5
GRA 2117C	AS Digital Media/Multimedia, CCC's Authoring, Production, and Web Specializations	Computer Assisted Graphic Design	0.5
GRA 2121C	AS Digital Media/Multimedia	Publication Design	0.5
GRA 2131C	AS Digital Media/Multimedia and related CCC's	Electronic Imaging	0.5
GRA 2140C	AS Digital Media/Multimedia	Interactive Media	0.5

GRA 2143C	AS Digital Media/Multimedia, CCC Web Production Specialization	Advanced Web Design	0.5
GRA 2144C	AS Digital Media/Multimedia and related CCC's	Fundamentals of Web Design	0.5
GRA 2160C	AS Digital Media/Multimedia, CCC's Production and Web Production Specializations	Computer Animation	0.5
GRA 2207C	AS Digital Media/Multimedia	Advanced Electronic Imaging	
HSC 1531		Medical Terminology for Allied Health	0.5
HUM 1020	AA General Education	Introduction to Humanities	0.5
HUM 2210	AA General Education Humanities	General Humanities I	0.5
HUM 2230	AA General Education Humanities	General Humanities II	0.5
HUN 2201		Fundamentals of Human Nutrition	0.5
LIT 2020	AA General Education Humanities/Literature	Short Story	0.5
MAN 2021	AS Business Administration, AS Accounting Technology Management, CCC Human Resources Administrator, CCC Business Operations Management Specialization	Principles of Management	0.5
MAR 2011	AS Business Administration, CCC Business Development and Entrepreneurship	Principles of Marketing	0.5
MAT 1033		Intermediate Algebra	0.5
MNA 2100	AS Business Administration, CCC Human Resources Administrator; CCC Business Development and Entrepreneurship	Human Resources Relations in Management	0.5
OST 2335	AS Business Administration, AS Accounting Technology Management, CCC Business Operations, CCC Human Resources Administrator, AS Digital Media/Multimedia Technology, CCC Business Development and Entrepreneurship, CCC Accounting Technology Management, CCC Accounting Technology Operations, CCC	Business Communication	0.5

	Accounting Technology Specialist; CCC Criminal Justice Technology Specialist		
PGY 2401	AS Digital Media/Multimedia Technology	Introduction to Photography	0.5
PHI 2010	AA General Education Humanities	Introduction to Philosophy	0.5
PSY 2012	AA General Education /Social Sciences/Education/Business emphasis AA Nursing Emphasis, AS Criminal Justice Technology, AS Digital Media/Multimedia	General Psychology	0.5
.REL 2300	AA General Education Humanities	Introduction to World Religion	0.5
SBM 2000	AS Business Administration, CCC Business Operations Small Business Management; CCC Business Development and Entrepreneurship	Small Business Management	0.5
SYG 1000	AA General Education /Social Sciences; AS Criminal Justice Technology	Introductory Sociology	0.5
SYG 2010	AA General Education /Social Sciences,	Social Problems	0.5
SYG 2322	AS Criminal Justice Technology; CCC Criminal Justice Technology Specialist	Juvenile Delinquency	0.5
SYG 2323	AS Criminal Justice Technology	Introduction to Criminology	0.5
SYG 2430		Marriage and the Family	0.5
WOH 2040	AA General Education History/Social Sciences	World History in the 20 <sup>th</sup> Century	0.5
SLS 1103		Strategies for Academic Success	0.5

## Appendix D

### 2017 – 2018 Academic Calendar

#### TRADITIONAL TERM

<b>2017</b>	<b>Term I</b>	<b>Comments</b>
August 14 & 15	Faculty Planning Days	
August 16	Classes Begin	
Sept. 4	LABOR DAY Holiday	
Nov. 10	VETERANS DAY Holiday	
Nov. 22, 23 & 24	THANKSGIVING Holidays	
Nov. 30	Classes End	
Dec. 1 – 6	Final Exams	
Dec. 8	Grades Due	
Dec. 8, 12	Faculty Planning Days	
Dec. 12	Term Ends. Commencement, 5 pm	
<b>2018</b>	<b>Term II</b>	<b>Comments</b>
Jan. 4 & 5	Faculty Planning Days	
Jan. 8	Classes Begin	
Jan. 15	MARTIN LUTHER KING Holiday	
Feb. 19	PRESIDENTS DAY Holiday	
March 12 – 16	SPRING BREAK	
April 24	Honors Convocation	
Apr. 30	Classes End	
May 1 – 4	Final Exams	
May 8	Grades Due	
May 8, 10	Faculty Planning Days	
May 10	Term Ends. Commencement, 5 pm	
<b>2018</b>	<b>Term III</b>	<b>Comments</b>
May 14	Classes Begin	
May 28	MEMORIAL DAY Holiday	
July 4	INDEPENDENCE DAY Holiday	
July 23	Classes End	
July 24 & 25	Final Exams	
July 30	Grades Due. Term Ends	

#### NON-TRADITIONAL TERMS (e.g. Weekend College, Mini-mesters)

NONE

## APPENDIX E

2017 -2018 Academic Year

North Florida Community College

Dual Enrolled Cost per Credit Hour

<b>Taught on NFCC Campus by NFCC Instructor</b>	<b>\$71.98/credit</b>
<b>hour/vocational credit hour</b>	

### Video Conference Delivery from NFCC Campus to High School Campus

Instructional Cost	71.98
Less Public School Instructional Cost for Facilitator	
- (( $\$17.04 * 15 \text{ weeks}$ )/13)* $\$1.0765$ )	\$21.16
<b>Total Cost</b>	<b>\$50.82</b>

### Consumable Materials for EMT

Background check and fingerprinting	\$60.00
Materials	\$215.41
<b>Total</b>	<b>\$275.41</b>

### Consumable Materials for ECPC

Background check and fingerprinting	\$60.00
Course pack	\$24.00
<b>Total</b>	<b>\$84.00</b>

### Consumable Materials for APT **\$630.00\***

**\*Currently the NSF grant covers the MSSC and certification Costs. \$580.00**

ETI 0481C - \$12.50	
ETI 0482C - \$12.50	
ETI 0484C - \$12.50	
ETI 0485C - \$12.50	
<b>Total</b>	<b>\$50.00**</b>

**\*\*Costs grant does not cover.**



**Medical Coder / Biller**

HIM 0009 (\$3.24 + \$5.00 +\$15.91) **\$24.15**


HIM 0091 (\$12.60 + \$65.00) **\$12.60**

HIM 0092 \$4.14 **\$4.14**

HIM 0093 \$11.52 **\$11.52**

**Consumable Materials for Medical Coder Biller \$52.41**

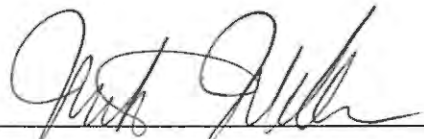
We, the undersigned representatives of North Florida Community College and the District School Board of Hamilton County, agree to the terms of the program specific component of this Dual Enrollment Articulation Agreement.

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

4-18-17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Rex Mitchell, Superintendent  
Hamilton County School District ✓

6/13/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mike Williams, Chairman  
District Board of Trustees  
North Florida Community College

4-18-17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Johnny Bullard, Chair  
Hamilton County School Board

6/13/17  
\_\_\_\_\_  
Date