

DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN
THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA COMMUNITY COLLEGE
and
THE DISTRICT SCHOOL BOARD OF Madison 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 Madison 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 Madison 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 Madison County School District Superintendent for review and final approval prior to submission to the College Board of Trustees and to the Madison School Board. Upon signature, the Agreement will be in effect until July 31, 2020. 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 Madison 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.

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, 2020. 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 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.

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 in fall and spring 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.

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 2019-20, CTE programs available for eligible secondary students are Automation and Production Program (APT), Early Childhood Professional Certificate (ECPC).

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 2019-20, PSAV programs available for eligible secondary students are Automation and Production Program (APT), Early Childhood Professional Certificate (ECPC).

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.

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: The high school counselor will submit dual enrollment applications to the NFCC Dual Enrollment Coordinator.

Step 4: Complete the NFCC dual enrollment application Student Contract and give to your high school guidance counselor by published deadline. Requires parent signature.

Step 5: 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 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. If ACT and SAT scores are used for placement, individual student score reports are now required.

****2018-19 Placement Chart**

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 0017C -AND- ENC 0025C	OR	READING: PERT Reading 106 CPT Reading 83 ACT Reading 19 SAT Reading 24 FCAT Reading 262 -AND- WRITING: PERT Writing 103 CPT Sentence Skills 83 ACT English 17 SAT Writing/Language 25
MAT	1033	Intermediate Algebra	MAT 0022 or 0056 Or Older Courses: MAT 0054 or 0028C	OR	PERT Math 114-122 CPT Algebra 72-87 ACT Math 19-20 SAT Math 24-26
MGF MGF STA	1106 1107 2023	Liberal Arts Math I Liberal Arts	MAT 0022 or 0056 Or Older Courses: MAT 0054 or	OR	PERT Math 114-122 CPT Algebra 72-87 ACT Math 19-20 SAT Math 24-26

		Math II Intro College Statistics	0028C -AND- Reading placement into ENC 1101		-AND- See ENC 1101 reading placement
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 -AND- See ENC 1101 reading placement
MAC	1114 2140 2233	Trigono metry Precalcul us Applied Calculus I	MAC 1105	OR	PERT Math 150 CPT Algebra 100-120 ACT Math 25-36 SAT Math 28.5-40
MAC	2311	Calculus I	MAC 2140 -AND- MAC 1114	OR	PERT Math 150 CPT Algebra 110-120 ACT Math 30-36 SAT Math 31-40

DUAL ENROLLMENT	PERT	CPT	(E)ACT	SAT-I
Along with above, H.S. students must meet minimum reading, writing, AND math scores to dual enroll.	Reading 106 -AND- Writing 103 -AND- Math 114	Reading 83 -AND- Writing 83 -AND- Math 114	Reading 19 -AND- English 17 -AND- Math 19	Reading 24 -AND- Writ/Lang 25 -AND- Math 24

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 average to enroll in college credit courses.
- Achieve and maintain, with no exceptions, an unweighted 2.0 high school grade point average to enroll in career dual enrollment courses courses.
- Achieve a minimum score for reading, writing, and math preparation through submission of appropriate placement test scores pursuant to Rule 6A-14.064, 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.
- Program admission requirements/exit requirements (Appendix A) for CTE 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.

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. The high schools in Madison are 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 2018-2019 Dual Enrollment Course - High School Subject Area Equivalency List which is available at the Florida Department of Education website.
www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf

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

The high schools in Madison and NFCC will work collaboratively to notify students and their parents of college-level course expectations. The college requires all first time dual enrollment students to attend Dual Enrollment Orientation Session provided by the college. The College recommends all students be advised by an NFCC academic advisor after earning at least 12 credit hours.

NFCC will also 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

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. The deadline for qualifying PERT scores for fall term is August 1. The deadline for qualifying PERT scores for spring term is December 1. 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. 2019-20 Deadlines for High Schools are listed below.

2019-20 Deadlines for High Schools

Fall 2019 (Classes: August 14 – December 6)

Registration	begins July 8
Registration /Application Deadline**	August 1
Drop/Add	August 14 – August 20

Spring 2020 (Classes: January 6 – May 1)

Registration	begins November 12
Registration /Application Deadline**	December 1
Drop/Add	January 6 – 10

**Complete application includes complete application and test scores

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 B)

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.

Any student receiving a "W" grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew.

Students who receive two or more grades of "W" will become ineligible for dual enrollment.

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 letter 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 C.
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 C. 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 C.

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. Accommodation provisions will be individually determined by NFCC according to Florida Statute and Florida Administrative Codes. 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

Program Admission Requirements for Dual Enrollment Students

Dual Enrollment Eligible CTE 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. The high school counselor will submit dual enrollment applications to the NFCC Dual Enrollment Coordinator.
4. Students who would like more information about this program should contact the instructor, Mr. Eustace for further program information. He can be reached at (850) 973-1670 or eustaceb@nfcc.edu.
5. 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. The high school counselor will submit dual enrollment applications to the NFCC Dual Enrollment Coordinator.
4. Students who would like more information about this program should meet with the program coordinator. Call (850) 973-9449 to schedule an appointment.
5. All students are required to complete and clear a Level II background screening.
6. Students must be a senior in high school. **
7. 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.

Admission Requirements Florida CMS Correctional Basic Recruit Training Program - 1190

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. Must be on track to graduate and be at least 17 years old. Must be 18 years old to sit for the certification exam.
4. Must not have been convicted or pled guilty to ANY criminal offense involving moral character as defined by 11B.27.0011 FAC.
5. Must pass the Correctional Basic Abilities Test. Call ahead to schedule your test (850-973-9451).
6. Must obtain and provide a letter of sponsorship from a local law enforcement agency indicating that the agency has conducted a local records check on applicant and that the applicant's record is clear as outlined above.
7. Must be fingerprinted at NFCC for forwarding to FDLE.
8. Must pass physical fitness exam (Form 75).
9. Must pass drug screen test.

Program Admission Requirements for Dual Enrollment Students

Dual Enrollment Eligible Limited Access Programs

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 on appropriate placement test indicating college ready status.
4. The high school counselor will submit dual enrollment applications to the NFCC Dual Enrollment Coordinator. Upon submission of dual enrollment application, prospective students will make an appointment with EMS Director in order to process with EMS application detailed below:
5. 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.
 - Willingness to meet the personal appearance and grooming standards of the program and clinical agencies.
6. Must be fingerprinted at NFCC for forwarding to FDLE.
7. Must be at least 18 years of age within 60 days of program completion date.
8. A copy of a valid CPR card.
9. Current physical examination, 10 panel drug screen, and record of immunizations.
10. Mandatory attendance at an orientation session.
11. Dates and times will be made available to all applicants.

Appendix B

2019 – 2020 Academic Calendar

TRADITIONAL TERM

2019	Term I	Comments
August 12 & 13	Faculty Planning Days	
August 14	Classes Begin	
Sept. 2	LABOR DAY Holiday	
Nov. 11	VETERANS DAY Holiday	
Nov. 27,28 & 29	THANKSGIVING Holidays	
Dec. 2	Classes End	
Dec. 3 – 6	Final Exams	
Dec. 10	Grades Due	
Dec. 10, 12	Faculty Planning Days	
Dec. 12	Term Ends. Commencement, 5 pm	
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2020	Term II	Comments
Jan. 2 & 3	Faculty Planning Days	
Jan. 6	Classes Begin	
Jan. 20	MARTIN LUTHER KING Holiday	
Feb. 17	PRESIDENTS DAY Holiday	
March 16 – 20	SPRING BREAK	
April 23	Honors Convocation	
Apr. 27	Classes End	
Apr. 28 – May 1	Final Exams	
May 5	Grades Due	
May 5, 7	Faculty Planning Days	
May 7	Term Ends. Commencement, 5 pm	
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2020	Term III	Comments
May 11	Classes Begin	
May 25	MEMORIAL DAY Holiday	
July 2	INDEPENDENCE DAY Holiday	
July 20	Classes End	
July 21& 22	Final Exams	
July 27	Grades Due. Term Ends	

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

NONE

APPENDIX C

2019 -2020 Academic Year

North Florida Community College

Dual Enrolled Cost per Credit Hour

Taught on NFCC Campus by NFCC Instructor hour/vocational credit hour	\$71.98/credit
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Video Conference Delivery from NFCC Campus to High School Campus

Instructional Cost	71.98
Less Public School Instructional Cost for Facilitator - ((\$17.04 * 15 weeks)/13)*\$1.0765)	\$21.16
Total Cost	\$50.82

Consumable Materials for EMT

Background check and fingerprinting	\$60.00
Materials	\$244.00
Total	\$ 304.00

Consumable Materials for ECPC

Background check and fingerprinting	\$60.00
Course pack	\$24.00
Total	\$84.00

Consumable Materials for Florida CMS Correctional Basic Recruit Training \$1024.81 Program*

Introduction to Corrections (CJK-0300)	5.00
Communications (CJK-0305)	5.00
Officer Safety (CJK-0310)	5.00
Facilities and Equipment (CJK-0315)	5.00
Intake and Release (CJK-0320)	5.00
Supervising in a Correctional Facility (CJK-0325)	5.00
Supervising Special Populations (CJK-0330)	5.00
Responding to Incidents and Emergencies (CJK-0335)	5.00
CMS First Aid for Criminal Justice Officers (CJK-0031)	35.00
CMS Criminal Justice Firearms (CJK-0040)	617.00
CMS Criminal Justice Defensive Tactics (CJK-0051)	85.00
Officer Wellness and Physical Abilities (CJK-0340)	5.00
Uniforms and Books	\$182.81
Background check and Fingerprinting	\$60.00

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

Total \$50.00**

**Costs grant does not cover.