SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
December 12, 2023

AGENDA

9:00 a.m. Call to Order/Welcome/Pledge ..... Jerry Taylor, Chairman

9:02 a.m. Assistant Superintendent of Administration ..... Malcolm Hines
Department Update
- Various Policies **(pgs. 2-13)**
- Form #7200-145 Non-Instructional Athletic Coach Acknowledgement **(pgs. 14-15)**

9:30 a.m. Assistant Superintendent of Instruction ..... Jennifer Barrs
Department Update
- Revisions to 2023-2024 School Calendar **(pgs. 16-17)**

10:00 a.m. Director of Curriculum & Instruction ..... Tammy Boggus
Department Update **(pgs. 18-39)**

10:30 a.m. Career, Technical, and Adult Education ..... Mary Keen
Department Update

11:00 a.m. Facilities Department Update ..... Ethan Butts

11:15 a.m. Superintendent Update ..... Ted Roush

11:30 a.m. Adjourn

POLICY:

The Deferred Retirement Option Program ("DROP") as defined in Chapter 121, Florida Statutes, is an alternative method of deferred payment of retirement benefits for up to ninety-six (96) months after an eligible member of the Florida Retirement System reaches his/her normal retirement date but wishes to continue employment with a Florida Retirement System employer. In order to participate, the employee must submit a binding letter of resignation, establishing a deferred termination date. DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will receive the DROP benefits and his/her regular retirement benefits under Chapter 121, Florida Statutes.

I. Participation in DROP: All Members of the Florida Retirement System are eligible for DROP. Members electing to participate in DROP must meet the eligibility and timeline requirements outlined in Florida Statutes.

II. DROP participation may be extended beyond the initial 96 calendar-month period if the instructional and administrative personnel's termination date is before the end of the school year. Instructional and administrative drop personnel may have DROP extended until the last day of the last calendar month of the school year in which their original DROP termination date occurred if their drop termination date is other than the last day of the last calendar month of the school year.

III. Statutorily defined instructional personnel in grades K-12, authorized by the school superintendent, may extend DROP participation for up to an additional 24 months beyond the 96-month period. If the extension period concludes before the end of the school year, such instructional personnel may further extend their DROP participation through the last day of the last calendar month of the school year.

IV. Benefits Payable:

A. Sick Leave – Employees will be paid terminal pay for accumulated sick leave at retirement, or, if service is terminated by death, to his/her beneficiary. Upon election to participate in DROP, and based upon the employee's established deferred termination date, previously accumulated sick leave as of the entry date of DROP shall be paid the employee according to the salary established at the time of entry into the DROP Program in the following prorated installments:

1. Deferred Termination Date: Payment Schedule

   a. 0-12 months - 1 lump payment in the month following the last month worked.

   b. 13 through 24 months: Fifty percent (50%) at the end of the first twelve (12) months and final payment in the month following the last day worked.

   c. 25 through 36 months: Thirty-three and 1/3 percent (33 1/3) each twelve month period and final payment in the month following the last day worked.

   d. 37 through 48 months: Twenty-five percent (25%) at the end of each 12 month period and final payment in the month following the last day worked.

   e. 49 through 60 months: Twenty percent (20%) at the end of each 12 month period and final payment in the month following the last day worked.

2. Sick leave will be earned during DROP as prescribed by Florida Statutes.

3. It is in the intent of this policy that an individual entering DROP will be allowed to use sick leave which was accrued

prior to this retirement and entrance into DROP. The procedures for utilization of such leave shall be as follows:

a. Sick leave earned prior to DROP shall be calculated in accordance with School Board policy.

b. The value of each sick day will be computed according to the salary established at the time of entry into DROP. Should a DROP participant use a sick day(s) accrued prior to entrance into DROP, the monetary value of their remaining sick days shall be reduced by the value of the sick day(s) used.

c. Final adjustments in the total amount of compensation for accrued sick leave will be made prior to the final payment at the end of DROP.

B. Annual Leave – Employees electing to participate in DROP shall be entitled to terminal pay for accrued annual leave as required by state law, Suwannee County School Board policy, and/or union contract. Upon election to participate in DROP and the employee's election to receive a lump sum payment of accrued annual leave, payment shall be made prior to the effective beginning date of DROP into the tax deferral plan adopted by the school board, and shall then be paid to the employee in accordance with the terms of such plan.

1. Employees will be paid for all accumulated annual leave upon entry into the DROP program.

2. Employees will earn annual leave during the DROP period as prescribed by Florida Statute, Suwannee County School Board policy and/or union contract.

3. Annual leave accumulated during DROP participation will not be paid to the employee at separation except to the extent the employee has earned additional annual leave which combined

with the original payment does not exceed the maximum lump- sum payment for 78 days.

4. Annual leave earned prior to entering DROP which exceeds the maximum lump sum payment allowed by Board policy may be used during DROP; however, the employee shall not be entitled to compensation at the end of DROP for any unused portion of accumulated leave.

5. Employees will earn annual leave during the DROP period as prescribed by Florida Statute, Board policy and/or union contract. Annual leave accumulated during DROP participation, will not be paid to the employee at the end of DROP participation, except to the extent the employee has earned additional annual leave which combined with the original payment does not exceed the maximum lump sum payment allowed by Board policy.

C. Employees participating in DROP shall receive a $1000 bonus if the Superintendent is notified in writing if such retirement is to be effective no later than June 30th of that school year and six (6) months' notice of retirement is given, unless the DROP period expires and the employee is no longer eligible for employment under FRS DROP guidelines.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 121.091; 1001.43, F.S.

History:	Adopted: 2/16/99 Revision Date(s): 10/26/10, 10/26/2021 Formerly: New

ONLINE EDUCATIONAL SERVICES AGREEMENTS/CONTRACTS 7.40*+

POLICY:

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6506, 20 U.S.C. Section 1232g(a)(4) and personally identifiable information ("PII") as defined in 34 CFR §99.3, and Section 1002.22, F.S., F.A.C. §6A-1.0955(9) as well as to align the District's data privacy and security practices.

This procedure is required whether or not there is a written agreement governing student use, and whether or not the online educational service is free. This procedure is required even if the use of the online educational service is unique to specific classes or courses. Prior to entering into an online educational services agreement, the following review and approval procedure shall be followed.

1. Definitions:

    a. "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.

    b. "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.

c. Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.

d. "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

e. "Educational agency" means a school district, school, or charter school.

f. "Eligible student" means a student who is eighteen years or older.

g. "Online educational service" means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that districts or schools may use to which students or parents do not have access, such as a district student information system.

h. "Parent" means a parent, legal guardian, or person in parental relation to a student.

i. "Personally identifiable information" or "PII" as applied to student data means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow

a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. It also includes data as applied to teacher or principal data.

j. "Principal" means a building principal subject to annual performance evaluation review

k. "Release" has the same meaning as disclosure or disclose.

l. "Student" means any person who is or has been in attendance in a district school and regarding whom the District maintains education records.

m. "Student data" means personally identifiable information (PII) from the student records of an educational agency.

n. "Teacher" means a teacher subject to annual performance evaluation review

o. "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release pursuant to 1012.31, F.S.

p. "Third-party contractor/service provider/vendor" means any person or entity, other than an educational agency, whether public or private, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency. The term does not include the Florida

Department of Education or the Department's contractors and subcontractors.

q. "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

2. Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

a. Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so unless authorized.

b. Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

c. Any agreement for online educational services shall contain an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to either consent or disapprove.

d. This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this rule with respect to previously acquired PII.

e. If student PII will be collected by the online educational service, the Superintendent shall establish procedures for notifying parents and

eligible students of information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.

3. Data Protection and Terms of Service

Prior to entering into any online services agreement or contract contemplated by this policy on behalf of the School Board, the Superintendent, or his/her designee shall:

a. Ensure the online educational service's terms of service and privacy comply with state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506, and Section 1002.22, F.S.

b. Ensure the Online Educational Services Agreement contains an explicit prohibition against sharing or selling a student's PII for commercial purposes.

c. Establish procedures for notifying parents and eligible students if student PII will be collected by the online educational service on how it will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.

d. Ensure the service or application is inventoried and evaluated, and supports the schools' and districts broader mission and goals.

4. District Data Privacy

The District will protect the privacy of PII by:

a. Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:

b. Improve academic achievement;

c. Empower parents and students with information; and/or

d. Advance efficient and effective school operations.

e. Not including PII in public reports or other public documents.

5. The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

6. Click-Wrap Agreements

   Periodically, District staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements".

   a. District staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data from the District unless they have received prior approval from the Superintendent, or designee.

   b. The District will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.

7. Notice:

   For any online educational service that a student is required to use, the district will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. This notice will include a link to the online educational service's terms of service and privacy policy, if publicly available.

8. Compliance:

   The Assistant Superintendent of Instruction is authorized to enter into contracts or other written agreements contemplated by this policy on behalf of the School Board. The terms of such contracts or other written agreements shall be limited exclusively to the data described in this policy. Any contract or other written agreement which includes terms outside of the scope of this policy, including, but not limited to, price, monies, or other remuneration, and

executed by the Assistant Superintendent of Instruction shall be invalid and have no effect. Prior to the use of any online educational service, a contract or other written agreement contemplated by this policy must exist between the School Board and the vendor providing the service. An employee's failure to follow this policy may result in disciplinary proceedings, up to and including termination.

~~.—Parent/Guardian Notice:~~

9.

a. The use of any non-approved online educational software, web-based tools or mobile applications on district provided devices may result in the student's PII being disclosed and not protected.

b. Students shall only use School Board approved online educational software, web-based tools or mobile applications on district provided devices. The use of any non-approved online educational software, web-based tools or mobile applications on district provided devices may result in disciplinary proceedings, up to and including expulsion.

STATUTORY AUTHORITY:_____——1001.41, 1001.42, 1001.43, F.S.

LAW(S) IMPLEMENTED:_____1002.21,1002.22F.S. 20 U.S.C. s. 1232g(a)(4); 15 U.S.C. ss. 6501-6506 34 CFR §99.3; F. A.C. § 6A-1.09550

History:	Adopted: 04/25/2023 Revision Date(s): Formerly: New

Suwannee County School Board

Non-Instructional Athletic Coach Acknowledgement

This form must be completed for all coaches, paid and volunteer, as part of their annual eligibility to participate as an athletic coach with the Suwannee County School Board (SCSB). A form should be completed annually for each sport. For this form to be considered complete, all required paperwork must be submitted and all parties must print their name, sign, and date the form. The completed original form must be sent to Haley Radford, Certification Contact.

Coach Information

To be completed by the Athletic Director or Assistant Principal over Athletics.

☐ Applicant Coach ☐ Returning Coach

First Name	Last Name	School Year	School Name
Sport	Certificate #	Date Cleared to Coach by HR	

☐ Holds a valid Florida Athletic Coaching Certificate.

☐ Holds a valid CPR/AED/First Aid Certification.

☐ Completed District fingerprinting and background screening

☐ Completed Youth Mental Health Training or anticipated date: _____

☐ Recommendation form submitted for Board approval.

Coach Acknowledgment

To be completed by the Applicant or Returning Coach. Initial applicable lines. (* indicates requirement for ALL coaches)

_____ (Paid Coaches Only) I understand that I must have a **valid** State of Florida educator's/or Athletic Coaching Certificate in order to receive a supplement for my coaching services.

_____ (Paid Coaches Only) I understand, if not already held, that I must apply through the Department of Education for my initial 3 Year Athletic Coaching Certificate. I understand that an initial 3 Year Athletic Coaching Certificate is only issued once per lifetime and will expire after 3 years (as indicated on DOE Certificate).

_____ (Paid Coaches Only) I understand that I must apply to upgrade to a 5-year Athletic Coaching Certificate before my 3-year Athletic Coaching Certificate expires, should I intend to continue coaching. I understand that I will need to complete the required coursework, completed by College Credit or through NEFEC Instructional Services, before my 3-year Athletic Coaching Certificate expires and I receive a supplement. I understand that the required 180 hours are taken as three 60-hour online courses through Human Kinetics Coach Education and I am responsible for the cost of each course.

_____ (Paid Coaches Only) I understand that I must apply for an extension to my 5-year Athletic Coaching Certificate before the expiration date (as indicated on DOE Certificate).

____ (Volunteer Coaches Only) I understand that I, of my own free will, volunteer my time and service to participate in a school volunteer coach capacity without promise, expectation or receipt of any form of compensation for service rendered.

Printed Name of Applicant/Returning Coach	Signature of Applicant/Returning Coach	Date
Printed Name of Athletic Director or AP over Athletics	Signature of Athletic Director or AP over Athletics	Date
Printed Name of Principal	Signature of Principal	Date

School Board Office Use Only

Haley Radford, Certification Contact Signature _____ Date _____

Board Approved_____ Denied _____ Date_____

SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2023-2024

MY CHOICE for High Quality Education!

July 2023

July 2-28: Summer Hours
July 4: Holiday

	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

August 2023

Aug 3-9: Pre-planning Days
Aug 10: First Day for Students
Aug 28: PD Day

		1	2	3	4
	7	8	9	**10**	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

September 2023

Sept 4: Labor Day Holiday
Sept 25: PD Day

					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

October 2023

Oct 11: End of Q1 (42 days)
Oct 13: Teacher Work Day
Oct 30: PD Day

	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

November 2023

Nov 10: Veterans Day (observed)
Nov 20-24: Thanksgiving Break

			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

December 2023

Dec 20: Early Release
Dec 20: End of Q2 (42 days)
Dec 21-29: Christmas Break

					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	**20**	21	22
	25	26	27	28	29

January 2024

Jan 1: New Year's Holiday
Jan 2-4: Christmas Break
Jan 5: Teacher Work Day
Jan 8: Students Return
Jan 15: MLK Day
Jan 29: PD Day

	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

February 2024

Feb 19: President's Day
Feb 26: ~~PD Day~~
Student Instructional Day Due to Hurricane Idalia

				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	

March 2024

March 14: End of Q3 (45 days)
March 15: Teacher Work Day
March 18-22: Spring Break
March 25: ~~PD Day~~
Student Instructional Day Due to Hurricane Idalia
March 29: Good Friday

					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

April 2024

April 22: PD Day

	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

May 2024

May 27: Memorial Day
May 29-30: Early Release
May 30: End of Q4 (45 days)
May 30: Students' Last Day
May 31: Post-Planning

			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	**29**	**30**	31

June 2024

June 3-28: Summer Hours

	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

PD Day – Holiday for students.

Holidays for 10/11 month teachers, students, bus drivers, food service workers, and paraprofessionals.

Teacher Work Day - Holiday for students, bus drivers, food service workers, and paraprofessionals (as assigned).

Holidays for ALL employees and students.

* Early Release days may be subject to change with prior notice.
* PD Days may be converted to student days if needed for storm make-up days.

SCSB Approved 06/14/2022
Revised 7/25/2023
Revised 12/12/2023

SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2023-2024

MY CHOICE for High Quality Education!

Pre-Planning: August 3-9, 2023 **Post-Planning:** May 31, 2024

NINE WEEK PERIODS AND REPORTING DATES

First nine weeks/term:

Progress reports will be distributed	Friday, September 8, 2023
End of first nine weeks/mid 1st term	Wednesday, October 11, 2023
Grade reports go out	Friday, October 20, 2023

Second nine weeks/term:

Progress reports will be distributed	Friday, November 17, 2023
End of second nine weeks/end of 1st term	Wednesday, December 20, 2023
Grade reports go out	Friday, January 12, 2024

Third nine weeks/term:

Progress reports will be distributed	Friday, February 9, 2024
End of third nine weeks/mid 2nd term	Thursday, March 14, 2024
Grade reports go out	Thursday, March 28, 2024

Fourth nine weeks/term:

Progress reports will be distributed	Friday, April 26, 2024
End of fourth nine weeks/end of 2nd term	Friday, May 30, 2024

The school office is responsible for the distribution of report cards at the end of the year.

TEACHERS' WORKDAYS (3)

October 13, 2023	January 5, 2024	March 15, 2024

PROFESSIONAL DEVELOPMENT (PD) DAYS (7.5 DAYS – EXCEPT **COUNTY PD DAY) (6-1)

August 28, 2023	January 29, 2024	April 22, 2024
September 25, 2023**	~~February 26, 2024~~	
October 30, 2023	~~March 25, 2024~~	

HOLIDAYS 12-Months

July 4, 2023	December 21-22, 2023	February 19, 2024
September 4, 2023	December 25-29, 2023	March 18-20, 2024
November 10, 2023	January 1, 2024	May 27, 2024
November 20-24, 2023	January 15, 2024	

HOLIDAYS Students

August 28, 2023	November 20-24, 2023	~~February 26, 2024~~
September 4, 2023	December 21-22, 2023	March 15-24 ~~25~~, 2024
September 25, 2023	December 25-29, 2023	March 29, 2024
October 13, 2023	January 1-5, 2024	April 22, 2024
October 30, 2023	January 15, 2024	May 27, 2024
November 10, 2023	February 19, 2024	

TEACHER PAID HOLIDAYS (6)

Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King, Jr. Day
Christmas Day	Presidents Day

- **Paraprofessionals** will work all student days, six (6) Professional Development Days, plus five (5) of the following days as determined by the school principal: Pre-Planning Days, Post-Planning Day, Teacher Work Days.
- **Food Service** and **Bus Drivers** work six (6) Professional Development Days as determined by their supervisor.
- 10 months personnel work 196 days.
- 11 months personnel work 216 days.

SCSB Approved 06/14/2022
Revised 7/25/2023
Revised 12/12/2023

Sentinel Scholars Collegiate Academy

Memorandum of Understanding
Between
North Florida College
And
District School Board of Suwannee County

This Memorandum of Understanding (MOU), effective on the date of execution by both parties is entered into by and between North Florida College (NFC) and the District School Board of Suwannee County (SCSD). This agreement allows flexibility for program modification as needed and as collaboratively agreed upon by both parties regarding the development of the Sentinel Scholars Collegiate Academy.

1. **Purpose:**
   The purpose of this memorandum of understanding is to outline a collaboratively structured program for 10th grade students of Branford High School and/or Suwannee High School that would lead to the awarding of an Associate in Arts Degree from NFC during the spring of the 12th grade year. NFC's Collegiate Academy program allows admitted high school students to complete a full 60 credits of dual enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate in Arts (A.A.) Degree upon completing four years of high school. Students begin the Collegiate Academy experience at the high school and end the experience as full-time NFC students. It is part of the program philosophy that as students age and mature, a part of the collegiate experience is to spend quality instructional time on the college campus. The program will allow for the participation of 30 eligible students, and these students are guaranteed the courses needed to complete the Collegiate Academy program.

2. **Course Delivery/Program Design:**
   A cohort model of eligible students will be implemented with students beginning their college coursework in the fall semester of their 10th grade year. The program limits the number of cohort seats to 30. In grades 10th through 11th, Collegiate Academy students take both college-level and high-school coursework at their high school site. In 11th grade, however, Collegiate Academy students will be expected to attend specific dates on the campus of North Florida College for instruction as a part of the course delivery. In 12th grade, all coursework is completed either at North Florida College, online, or a combination of both. *See Appendix A for General Education requirements for the Associate in Arts degree. See Appendix B for a suggested sample outline/map of courses for Collegiate Academy participants.*

   Dual enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The *Dual Enrollment Course – High School Subject Area Equivalency List* available on the FL DOE website states the relationship between high school and college course subject areas and dictates the awarding of credit for courses. Collegiate Academy students shall earn both high school credit from the SCSD and college credit from NFC if they meet the minimum requirements for satisfactory completion of such courses.

To guarantee completion of 60 college credit hours required for the awarding of the Associate in Arts (A.A.) degree, NFC reserves the right to prescribe specific General Education courses as part of the completion pathway. Furthermore, the "floating six" General Education electives (6 credit hours) will be prescribed courses mutually agreed upon by both parties (currently: POS 2041 American National Government and ECO 2013 Macroeconomics). Additional elective hours (24 credit hours) will be based on when courses are offered.

Collegiate academy students are not permitted to pay to take any college courses. SCSD is responsible for the purchase of college-required textbooks for each participating student during the fall and spring terms. NFC is responsible for the purchase of college-required textbooks for each participating student in the summer term.

3. **Eligibility Requirements for Participation in the Sentinel Scholars Collegiate Academy Program:**
   A. Initial Eligibility Requirements: Students eligible to apply for the lottery to participate in the collegiate academy program must be rising 10th grade students who have a cumulative unweighted GPA of 3.0 in all academic coursework and have completed coursework to be on track for high school graduation as determined by the high school counselor. Collegiate academy candidates must have earned a level 4 or 5 on the 9th grade Florida Assessment of Student Thinking (FAST) for English Language Arts and a Level 4 or 5 on the BEST Algebra 1 EOC. (Students who earned a level 3 on either test may appeal for admittance.) Collegiate Academy students accepted into the cohort must demonstrate college readiness with appropriate college-ready Reading and Writing/English scores on a common placement exam by June 30th the year before 10th grade. Students must demonstrate college readiness with appropriate college-ready Mathematics scores on a common placement exam by June 30th the year before 11th grade. No student shall be enrolled in a college credit dual enrollment course unless the student has demonstrated adequate precollegiate preparation on the appropriate sections of a college placement exam *(see Appendix C for state required minimum scores).*
   B. Continued Eligibility Requirements: Collegiate Academy students must maintain an unweighted cumulative high school GPA of 3.0 or higher and a college GPA of 3.0 or higher to continue in the Collegiate Academy program. Students will be allowed a probationary period if the college GPA falls below 3.0 but remains higher than 2.0. The student remains on probation until a minimum of seven (7) college credit hours have been attempted for GPA calculation purposes. However, it is the high school principal's discretion whether to allow the student to continue their eligibility in the Collegiate Academy once on probationary status. Students whose college GPA falls below 2.0 will be dismissed from the program. Students whose college GPA does not improve to 3.0 or higher after the probationary period will be dismissed from the program; however, if eligible, these students may continue college coursework through regular dual-enrollment status. In this case, students are not guaranteed the courses needed for the completion of their A.A. degree. If a student withdraws from a college credit course and receives a grade of "W," the high school principal makes the determination whether or not the student registers for the next term. Furthermore, any student receiving a grade of "W" may repeat the course with the approval of the high school principal.

Grade Forgiveness: Grades of D or F may be forgiven by subsequent semester enrollment in the course in which the insufficient grade was earned. For Collegiate Academy purposes, grade forgiveness may have to be applied as a traditional dual enrollment student if dismissed from the academy due to a college GPA falling below 2.0. The improved grade shall be used in the calculation of the NFC grade point average. The previous grades of D or F shall not be included in the calculation of the NFC grade point average. However, all grades remain posted on the NFC transcript and may be recomputed at any institution to which the student may transfer. The receiving institution shall determine whether or not grade forgiveness is granted.

Transfer Students: A student who transfers from one high school participating in the NFC Collegiate Academy to another high school participating in the NFC Collegiate Academy may be eligible to remain in the Collegiate Academy with the approval of the high school the student transfers to.

Collegiate Academy students may take Summer Term courses when offered by NFC to dual enrolled students. Collegiate Academy cohort students who withdraw from a course (or courses) may use the summer sessions to make up for the lacking credit hours (limit of 9 credit hours behind). Priority seating for Collegiate Academy students is only available during the fall and spring semesters; summer courses and seating will be available on a first come first serve registration basis and are not guaranteed unless indicated on the Collegiate Academy course map.

C. Graduating Seniors: Students who complete their high school requirements for graduation prior to the completion of their postsecondary coursework may not register for college courses through the Collegiate Academy program.

4. **Application Process:**
Eligible rising 10th grade students will receive a letter from NFC inviting them to apply for the Collegiate Academy program. Invitees are required to attend NFC's Collegiate Academy Information session held on the high school sites in order to receive the Sentinel Scholars Collegiate Academy Lottery Application. The completed application must be submitted, with all necessary signatures (including parent/guardian signature), by the posted deadline. The SCSD will confirm that the student is eligible to participate in the Collegiate Academy program prior to the applications being submitted to the lottery. The Collegiate Academy program application deadlines will be emailed to eligible students.

5. **Selection Process:**
In the event that more students demonstrate eligibility than seats available, a representative from both the SCSD and NFC will use the lottery system to select 30 eligible students to participate in the Collegiate Academy program. *See Appendix D for the lottery procedure steps.*

6. **Registration Process:**
The Collegiate Academy's registration/enrollment policies will follow the same registration policies for the Dual Enrollment courses that are addressed in the NFC and SCSD's Dual Enrollment articulation agreement.

7. **Student Advising and Progress Monitoring:**
   The SCSB's guidance staff will maintain oversight and monitoring responsibility to ensure the meeting of high school graduation requirements remains the first priority. In addition, each high school's dual enrollment contact will check the unweighted high school GPA of Collegiate Academy students to confirm GPA qualifications are met. NFC's Office of Dual Enrollment will maintain oversight and monitoring responsibility of Collegiate Academy students' college GPA. High school guidance counselors or dual enrollment contact will meet at least once a year with NFC's Dual Enrollment Coordinator and Director of Dual Enrollment to ensure seamless articulation and coordination. NFC's Early Alert system will be used to notify high school counselors and Collegiate Academy students of unsatisfactory progress in coursework. Students are required to attend two advising sessions with NFC advising personnel while enrolled in the Collegiate Academy. One advising session should be held by June 30th, the year before 11th grade, and a second advising session should be held by June 30th, the year before 12th grade. Students are encouraged to speak with NFC advising personnel as needed.

8. **Instruction:**
   Instructors of dual enrollment Collegiate Academy courses will have college teaching credentials established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). All instructors will meet or exceed the academic and professional preparation requirements for teaching at NFC. NFC shall vet and appoint all instructors.

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10. **Branding:**
    NFC will develop a Sentinel Scholars Collegiate Academy program brand to include program-specific logo, website, brochure, shirts, etc. Graduation regalia will include a stole specifically designed to recognize Collegiate Academy students.

11. **Reference to the Dual-Enrollment Articulation Agreement**
    Parties involved with the Collegiate Academy program shall refer to the NFC and SCSD Dual Enrollment articulation agreement for all other dual enrollment-related topics not addressed in this memorandum of understanding.

12. **Signatures**
    In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

NORTH FLORIDA COLLEGE

John Grosskopf, President — Date: 11-9-23

Jennifer Page, Vice President of Academic and Student Affairs — Date: 11-9-23

SUWANNEE COUNTY SCHOOL DISTRICT

Ted Roush, Superintendent of Schools — Date

Jerry Taylor, School Board Chair — Date

Appendix A

General Education Requirements for the Associate in Arts Degree

Program Code 1001 CIP 24.0101

Complete NFC College Catalog: https://www.nfc.edu/getting-started/catalog-and-schedule/

Gordon Rule (State Rule 6A-10.30) requires all students enrolling in a Florida public college or university after October 1982 to complete four courses (twelve credit hours) with multiple writing assignments and two courses (six credit hours) of mathematics at the level of college algebra or higher. Each Gordon Rule course must be completed with a grade of "C" or better. Additionally, an Effective Communication digital badge is awarded to students upon successful completion of Freshman English I (ENC 1101) or an English course with ENC 1101 as a direct prerequisite. See an academic advisor for more information. **Gordon Rule courses are designated below by "(GR)" following the course title.**

Florida General Education Core (State Rule 6A-14.0303) requires that, prior to the award of the Associate in Arts degree, students entering degree programs must complete at least one (1) Florida General Education Core course from each of the general education areas. **All course options that meet the Florida General Education Core requirement are designated by "*" preceding the course prefix and number.**

Students must complete at least one Florida General Education Core course (designated with "*") from each General Education area, a minimum of 6 hours from each General Education area and a total of 36 hours of General Education. **Once the minimum of 6 credit hours is met for each General Education area, additional General Education credit hours may be taken from any of the General Education areas to reach a total of 36 credit hours.** Any General Education credit hours completed above the required 36 credit hours will count as elective credits toward the A.A. degree.

Civic Literacy Requirement
First time in college (FTIC) Associate in Arts degree-seeking students entering Fall Term 2018 and thereafter will be required to demonstrate civic literacy competency pursuant to Section 1007.25(4). For more information, consult an academic advisor. See also Civic Literacy Requirement in the Graduation Requirements section.

Foreign Language Competency
Associate in Arts degree-seeking students entering Fall Term 2014 and thereafter will be required to demonstrate foreign language competency. For more information, consult an academic advisor. See also Foreign Language in the Graduation Requirements section.

COMMUNICATION..... Minimum of 6 Credit Hours

A grade of "C" or better must be earned in order for the course to meet General Education Requirements.

	CRW 2001	Introduction to Creative Fiction and Poetry (GR)
*	ENC 1101	Freshman English I (GR)
	ENC 1102	Freshman English II (GR)

HUMANITIES..... Minimum of 6 Credit Hours

A grade of "C" or better must be earned in order for the course to meet General Education Requirements.

	AML 2010	American Literature I (GR)
	AML 2020	American Literature II (GR)
*	ARH 2000	Humanities Art (GR)
	ENL 2012	British Literature I (GR)
	ENL 2022	British Literature II (GR)

*	HUM 1020	Introduction to Humanities (GR)
	HUM 2210	General Humanities I (GR)
	HUM 2230	General Humanities II (GR)
	HUM 2931R	Special Topics in Humanities (GR)
	HUM 2310	Mythology
*	LIT 1000	Introduction to Literature (GR)
	LIT 2020	Short Story (GR)
	LIT 2110	World Literature I (GR)
	LIT 2120	World Literature II (GR)
	LIT 2931R	Special Topics in Literature (GR)
*	PHI 2010	Introduction to Philosophy (GR)
	REL 2300	Introduction to World Religion (GR)

MATHEMATICS..... Minimum of 6 Credit Hours

A grade of "C" or better must be earned in order for the course to meet General Education Requirements.

*	MAC 1105	College Algebra **(GR)**
	MAC 1114	Trigonometry **(GR)**
	MAC 2140	Precalculus **(GR)**
	MAC 2233	Applied Calculus I **(GR)**
*	MAC 2311	Calculus with Analytic Geometry I **(GR)**
	MAC 2312	Calculus with Analytic Geometry II **(GR)**
	MAC 2313	Calculus with Analytic Geometry III **(GR)**
	MAP 2302	Ordinary Differential Equations **(GR)**
*	MGF 1106	Math for Liberal Arts I **(GR)**
*	MGF 1107	Math for Liberal Arts II **(GR)**
*	STA 2023	Introductory College Statistics **(GR)**

NATURAL SCIENCES..... Minimum of 6 Credit Hours

The six (6) credit hours must include at least one (1) course with lab (designated with either a C or L following the course number), and it is highly recommended that students take one (1) course from the biological sciences and one (1) course from the physical sciences. A science sequence is not required; however, transfer students whose major requires two courses in a sequence, such as General Chemistry I and II, should take both courses at NFC.

BIOLOGICAL SCIENCE

	BOT 1000C	Introduction to Botany
*	BSC 1005C	Introduction to Biology
*	BSC 1010C	Principles of Biology I
	BSC 1011C	Principles of Biology II
	BSC 1084	Survey of the Human Body
*	BSC 2085C	Human Anatomy & Physiology I
	BSC 2086C	Human Anatomy & Physiology II
*	EVR 1001	Introduction to Environmental Science
	EVR 1001L	Introduction to Environmental Science Lab
	HUN 2201	Fundamentals of Human Nutrition
	MCB 2010C	Microbiology I
	OCE 1001	Introduction to Oceanography
	ZOO 2010C	General Zoology

Note: Students will not receive Science General Education credit for both BSC 1005C and BSC 1010C. If both are taken, one course will count toward elective credit hours or additional general education. Students will not receive Science General Education credit for more than one choice from BSC 1084,

BSC 2084C, and BSC 2085C. If more than one of these classes is taken, the additional course(s) will count toward elective credit hours or additional general education.

PHYSICAL SCIENCE

*	AST 1002	Introduction to Astronomy
	AST 1002L	Introduction to Astronomy Lab
	CHM 1033C	Survey of Chemistry
*	CHM 1045	General Chemistry I
	CHM 1045L	General Chemistry I Lab
	CHM 1046	General Chemistry II
	CHM 1046L	General Chemistry II Lab
	CHM 2210	Organic Chemistry I
	CHM 2210L	Organic Chemistry I Lab
	CHM 2211	Organic Chemistry II
	PSC 1341C	Physical Science I
	CHM 2211L	Organic Chemistry II Lab
*	PHY 1020C	Fundamentals of Physics
*	PHY 1053	General Physics I
	PHY 1053L	General Physics I Lab
	PHY 1054	General Physics II
	PHY 1054L	General Physics II Lab
*	PHY 2048	Physics I with Calculus
	PHY 2048L	Physics I with Calculus Lab
	PHY 2049	Physics II with Calculus
	PHY 2049L	Physics II with Calculus Lab

SOCIAL SCIENCES..... Minimum of 6 Credit Hours

	AMH 1070	History of Florida
	AMH 2010	American History I
*	AMH 2020	American History II #
	AMH 2091	African-American History
	CCJ 1020	Introduction to Criminal Justice
	DEP 2004	Human Development
*	ECO 2013	Macroeconomics
	ECO 2023	Microeconomics
*	POS 2041	American National Government #
*	PSY 2012	General Psychology
*	SYG 1000	Introductory Sociology
	SYG 2010	Social Problems
	WOH 1012	World History to 1600
	WOH 1022	World History Since 1600

Meets Civic Literacy Requirement

ADDITIONAL GENERAL EDUCATION.....6 Credit Hours

Students should choose an additional six credit hours of general education based on their transfer or career plans.

GENERAL EDUCATION TOTAL..... 36 Credit Hours
ELECTIVES..... 24 Credit Hours

TOTAL HOURS REQUIRED: 60 Credit Hours

Appendix B
Collegiate Academy Course Map – Suwannee County

This degree map outlines the mutually agreed-upon NFC college credit courses offered by semester. Collegiate Academy students are guaranteed seats in the courses listed below. Collegiate Academy students may take summer term courses when offered but are not guaranteed seats. High school course schedules will vary by high school site.

College-ready in Reading & Writing/English by June 30th - end of Freshman Year

Sophomore Year	
Fall 6 credit hours	**Spring** 6 credit hours
1. SLS 1103 (Strategies for Academic Success) 2. AMH 2010 (American History 1)	1. AMH 2020 (American History 2) 2. Online Course Elective

College-ready in Mathematics by June 30th – end of Sophomore Year
Required NFC Advising session by June 30th – end of Sophomore Year

Junior Year	
Fall 12 credit hours	**Spring** 13 credit hours
1. ENC 1101 (Freshman English) 2. A. MAT 1033 (Intermediate Algebra) B. MAC 1105 (College Algebra) 3. POS 2041 (American National Government) 4. Elective	1. ENC 1102 (Freshman English 2) 2. A. MAC 1105 (College Algebra) B. STA 2023 (Intro College Statistics) 3. Science with Lab 4. Elective

Required NFC Advising session by June 30th – end of Junior Year

Senior Year	
Fall 12 credit hours	**Spring** 12 credit hours
1. Humanities 2. ECO 2013 (Macroeconomics) 3. Science without lab* 4. Elective OR Second Math for students who took MAT 1033	1. Humanities 2. Elective 3. Elective 4. Elective

*Or with lab. See the high school guidance counselor to ensure high school science requirements are met.

Students will need to take 2 credits of the same foreign language in high school OR complete 2 semesters of the same foreign language in college with grades of "C" or better OR have documented proficiency in a foreign language per college policy.

October 2023

Appendix C

Demonstration of Readiness for College-Level Communication and Computation

TEST		PERT	SAT*	ACT	Next Generation ACCUPLACER	
					Through July 2022	Since August 2022
READING		106	24	19	245	256
WRITING/ENGLISH		103	25	17	245	253
MATH	MAT 1033 MGF 1106 MGF 1107 STA 2023	114	24	19	242 (QAS)	261 (QAS)
	MAC 1105	123	26.5	21	TBD	263-275 (AAF)

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

ACCUPLACER Next Generation and Mathematics:

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

July 2023

Appendix D
Lottery Selection Process

Step 1: Prepare spreadsheet containing the following labeled columns:
- Column 1 - Names of eligible students (in alphabetical order by last name)
- Column 2 - Number Assigned (starting with #001)
- Column 3 - Selection Order
- Column 4 - Notification (for office use)

Step 2: Once each student has been assigned a number, place all of the numbered chips into a a hat, box, or bag.

Step 3: A representative from NFC and a representative from SCSD will take turns drawing one chip at a time from the hat, box, or bag. As each chip is drawn, the selection order (1, 2, 3 ...) will be recorded next to the corresponding poker chip number drawn. Repeat this step until 30 students are selected. Five additional numbers may be drawn for alternates.

For extra-transparency, a white board could be used to manage the procedure, and the process could be video-taped for any challenges. Transfer all information from the white board to the spreadsheet for records.

Sentinel Scholars Collegiate Academy

Memorandum of Understanding
Between
North Florida College
And
District School Board of Suwannee County

This Memorandum of Understanding (MOU), effective on the date of execution by both parties is entered into by and between North Florida College (NFC) and the District School Board of Suwannee County (SCSD). This agreement allows flexibility for program modification as needed and as collaboratively agreed upon by both parties regarding the development of the Sentinel Scholars Collegiate Academy.

1. **Purpose:**
   The purpose of this memorandum of understanding is to outline a collaboratively structured program for 10th grade students of Branford High School and/or Suwannee High School that would lead to the awarding of an Associate in Arts Degree from NFC during the spring of the 12th grade year. NFC's Collegiate Academy program allows admitted high school students to complete a full 60 credits of dual enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate in Arts (A.A.) Degree upon completing four years of high school. Students begin the Collegiate Academy experience at the high school and end the experience as full-time NFC students. It is part of the program philosophy that as students age and mature, a part of the collegiate experience is to spend quality instructional time on the college campus. The program will allow for the participation of 30 eligible students, and these students are guaranteed the courses needed to complete the Collegiate Academy program.

2. **Course Delivery/Program Design:**
   A cohort model of eligible students will be implemented with students beginning their college coursework in the fall semester of their 10th grade year. The program limits the number of cohort seats to 30. In grades 10th through 11th, Collegiate Academy students take both college-level and high-school coursework at their high school site. In 11th grade, however, Collegiate Academy students will be expected to attend specific dates on the campus of North Florida College for instruction as a part of the course delivery. In 12th grade, all coursework is completed either at North Florida College, online, or a combination of both. *See Appendix A for General Education requirements for the Associate in Arts degree. See Appendix B for a suggested sample outline/map of courses for Collegiate Academy participants.*

   Dual enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The *Dual Enrollment Course – High School Subject Area Equivalency List* available on the FL DOE website states the relationship between high school and college course subject areas and dictates the awarding of credit for courses. Collegiate Academy students shall earn both high school credit from the SCSD and college credit from NFC if they meet the minimum requirements for satisfactory completion of such courses.

To guarantee completion of 60 college credit hours required for the awarding of the Associate in Arts (A.A.) degree, NFC reserves the right to prescribe specific General Education courses as part of the completion pathway. Furthermore, the "floating six" General Education electives (6 credit hours) will be prescribed courses mutually agreed upon by both parties (currently: POS 2041 American National Government and ECO 2013 Macroeconomics). Additional elective hours (24 credit hours) will be based on when courses are offered.

Collegiate academy students are not permitted to pay to take any college courses. SCSD is responsible for the purchase of college-required textbooks for each participating student during the fall and spring terms. NFC is responsible for the purchase of college-required textbooks for each participating student in the summer term.

3. **Eligibility Requirements for Participation in the Sentinel Scholars Collegiate Academy Program:**
   A. Initial Eligibility Requirements: Students eligible to apply for the lottery to participate in the collegiate academy program must be rising 10th grade students who have a cumulative unweighted GPA of 3.0 in all academic coursework and have completed coursework to be on track for high school graduation as determined by the high school counselor. Collegiate academy candidates must have earned a level 4 or 5 on the 9th grade Florida Assessment of Student Thinking (FAST) for English Language Arts and a Level 4 or 5 on the BEST Algebra 1 EOC. (Students who earned a level 3 on either test may appeal for admittance.) Collegiate Academy students accepted into the cohort must demonstrate college readiness with appropriate college-ready Reading and Writing/English scores on a common placement exam by June 30th the year before 10th grade. Students must demonstrate college readiness with appropriate college-ready Mathematics scores on a common placement exam by June 30th the year before 11th grade. No student shall be enrolled in a college credit dual enrollment course unless the student has demonstrated adequate precollegiate preparation on the appropriate sections of a college placement exam *(see Appendix C for state required minimum scores).*
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John Grosskopf, President — Date: 11-9-23

Jennifer Page, Vice President of Academic and Student Affairs — Date: 11-9-23

SUWANNEE COUNTY SCHOOL DISTRICT

Ted Roush, Superintendent of Schools — Date

Jerry Taylor, School Board Chair — Date

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COMMUNICATION..... Minimum of 6 Credit Hours
A grade of "C" or better must be earned in order for the course to meet General Education Requirements.

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ENC 1102	Freshman English II (GR)

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* ARH 2000	Humanities Art (GR)
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ENL 2022	British Literature II (GR)

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	HUM 2210	General Humanities I (GR)
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	HUM 2931R	Special Topics in Humanities (GR)
	HUM 2310	Mythology
*	LIT 1000	Introduction to Literature (GR)
	LIT 2020	Short Story (GR)
	LIT 2110	World Literature I (GR)
	LIT 2120	World Literature II (GR)
	LIT 2931R	Special Topics in Literature (GR)
*	PHI 2010	Introduction to Philosophy (GR)
	REL 2300	Introduction to World Religion (GR)

MATHEMATICS..... Minimum of 6 Credit Hours

A grade of "C" or better must be earned in order for the course to meet General Education Requirements.

*	MAC 1105	College Algebra **(GR)**
	MAC 1114	Trigonometry **(GR)**
	MAC 2140	Precalculus **(GR)**
	MAC 2233	Applied Calculus I **(GR)**
*	MAC 2311	Calculus with Analytic Geometry I **(GR)**
	MAC 2312	Calculus with Analytic Geometry II **(GR)**
	MAC 2313	Calculus with Analytic Geometry III **(GR)**
	MAP 2302	Ordinary Differential Equations **(GR)**
*	MGF 1106	Math for Liberal Arts I **(GR)**
*	MGF 1107	Math for Liberal Arts II **(GR)**
*	STA 2023	Introductory College Statistics **(GR)**

NATURAL SCIENCES..... Minimum of 6 Credit Hours

The six (6) credit hours must include at least one (1) course with lab (designated with either a C or L following the course number), and it is highly recommended that students take one (1) course from the biological sciences and one (1) course from the physical sciences. A science sequence is not required; however, transfer students whose major requires two courses in a sequence, such as General Chemistry I and II, should take both courses at NFC.

BIOLOGICAL SCIENCE

	BOT 1000C	Introduction to Botany
*	BSC 1005C	Introduction to Biology
*	BSC 1010C	Principles of Biology I
	BSC 1011C	Principles of Biology II
	BSC 1084	Survey of the Human Body
*	BSC 2085C	Human Anatomy & Physiology I
	BSC 2086C	Human Anatomy & Physiology II
*	EVR 1001	Introduction to Environmental Science
	EVR 1001L	Introduction to Environmental Science Lab
	HUN 2201	Fundamentals of Human Nutrition
	MCB 2010C	Microbiology I
	OCE 1001	Introduction to Oceanography
	ZOO 2010C	General Zoology

Note: Students will not receive Science General Education credit for both BSC 1005C and BSC 1010C. If both are taken, one course will count toward elective credit hours or additional general education. Students will not receive Science General Education credit for more than one choice from BSC 1084,

BSC 2084C, and BSC 2085C. If more than one of these classes is taken, the additional course(s) will count toward elective credit hours or additional general education.

PHYSICAL SCIENCE

*	AST 1002	Introduction to Astronomy
	AST 1002L	Introduction to Astronomy Lab
	CHM 1033C	Survey of Chemistry
*	CHM 1045	General Chemistry I
	CHM 1045L	General Chemistry I Lab
	CHM 1046	General Chemistry II
	CHM 1046L	General Chemistry II Lab
	CHM 2210	Organic Chemistry I
	CHM 2210L	Organic Chemistry I Lab
	CHM 2211	Organic Chemistry II
	PSC 1341C	Physical Science I
	CHM 2211L	Organic Chemistry II Lab
*	PHY 1020C	Fundamentals of Physics
*	PHY 1053	General Physics I
	PHY 1053L	General Physics I Lab
	PHY 1054	General Physics II
	PHY 1054L	General Physics II Lab
*	PHY 2048	Physics I with Calculus
	PHY 2048L	Physics I with Calculus Lab
	PHY 2049	Physics II with Calculus
	PHY 2049L	Physics II with Calculus Lab

SOCIAL SCIENCES..... Minimum of 6 Credit Hours

	AMH 1070	History of Florida
	AMH 2010	American History I
*	AMH 2020	American History II #
	AMH 2091	African-American History
	CCJ 1020	Introduction to Criminal Justice
	DEP 2004	Human Development
*	ECO 2013	Macroeconomics
	ECO 2023	Microeconomics
*	POS 2041	American National Government #
*	PSY 2012	General Psychology
*	SYG 1000	Introductory Sociology
	SYG 2010	Social Problems
	WOH 1012	World History to 1600
	WOH 1022	World History Since 1600

Meets Civic Literacy Requirement

ADDITIONAL GENERAL EDUCATION.....6 Credit Hours

Students should choose an additional six credit hours of general education based on their transfer or career plans.

GENERAL EDUCATION TOTAL..... 36 Credit Hours
ELECTIVES..... 24 Credit Hours

TOTAL HOURS REQUIRED: 60 Credit Hours

Appendix B

Collegiate Academy Course Map – Suwannee County

This degree map outlines the mutually agreed-upon NFC college credit courses offered by semester. Collegiate Academy students are guaranteed seats in the courses listed below. Collegiate Academy students may take summer term courses when offered but are not guaranteed seats. High school course schedules will vary by high school site.

changed

College-ready in Reading & Writing/English by June 30th – end of Freshman Year

Sophomore Year			
Fall	6 credit hours	Spring	6 credit hours
1. SLS 1103 (Strategies for Academic Success) 2. AMH 2010 (American History 1)		1. AMH 2020 (American History 2) 2. Online Course Elective	

College-ready in Mathematics by June 30th – end of Sophomore Year
Required NFC Advising session by June 30th – end of Sophomore Year

Junior Year			
Fall	12 credit hours	Spring	13 credit hours
1. ENC 1101 (Freshman English) 2. A. MAT 1033 (Intermediate Algebra) B. MAC 1105 (College Algebra) 3. POS 2041 (American National Government) 4. Elective		1. ENC 1102 (Freshman English 2) 2. A. MAC 1105 (College Algebra) B. STA 2023 (Intro College Statistics) 3. Science with Lab 4. Elective	

Required NFC Advising session by June 30th – end of Junior Year

Senior Year			
Fall	12 credit hours	Spring	12 credit hours
1. Humanities 2. ECO 2013 (Macroeconomics) 3. Science without lab* 4. Elective OR Second Math for students who took MAT 1033		1. Humanities 2. Elective 3. Elective 4. Elective	

*Or with lab. See the high school guidance counselor to ensure high school science requirements are met.

Students will need to take 2 credits of the same foreign language in high school OR complete 2 semesters of the same foreign language in college with grades of "C" or better OR have documented proficiency in a foreign language per college policy.

October 2023

Appendix C

Demonstration of Readiness for College-Level Communication and Computation

TEST		PERT	SAT	ACT	Next Generation ACCUPLACER	
					Through July 2022	Since August 2022
READING		106	24	19	245	256
WRITING/ENGLISH		103	25	17	245	253
MATH	MAT 1033 MGF 1106 MGF 1107 STA 2023	114	24	19	242 (QAS)	261 (QAS)
	MAC 1105	123	26.5	21	TBD	263-275 (AAF)

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

ACCUPLACER Next Generation and Mathematics:

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

July 2023

Appendix D
Lottery Selection Process

Step 1: Prepare spreadsheet containing the following labeled columns:
- Column 1 - Names of eligible students (in alphabetical order by last name)
- Column 2 - Number Assigned (starting with #001)
- Column 3 - Selection Order
- Column 4 - Notification (for office use)

Step 2: Once each student has been assigned a number, place all of the numbered chips into a a hat, box, or bag.

Step 3: A representative from NFC and a representative from SCSD will take turns drawing one chip at a time from the hat, box, or bag. As each chip is drawn, the selection order (1, 2, 3 ...) will be recorded next to the corresponding poker chip number drawn. Repeat this step until 30 students are selected. Five additional numbers may be drawn for alternates.

For extra transparency, a white board could be used to manage the procedure, and the process could be video-taped for any challenges. Transfer all information from the white board to the spreadsheet for records.