

BOARD MEETING DATE: April 21, 2026

ITEM NO: VIII-A

RECOMMEND THAT the District Board of Trustees approves the Dual Enrollment Articulation Agreement for public and private schools within NFC's service district for the 2026-2027 academic year.

PUBLIC SCHOOL BOARDS	PRIVATE SCHOOLS
Hamilton	Achievers Christian Academy
Jefferson	Aucilla Christian Academy
Lafayette	Corey Maurice Jackson Academy
Madison	Corinth Christian Academy
Suwannee	Donald Ralph Cooke School
Taylor	Freedom School
	Holy Cross Christian Academy
	Lighthouse Christian Academy
	Longwings Academy
	Melody Christian Academy
	New Testament Christian School
	Next Generation Christian Academy
	Point Of Grace Christian School
	Suwannee River Ridge Technical HS
	The Oaks Private School
	Tabernacle Baptist School
	Westwood Christian School

THIS RECOMMENDATION is requested to provide enhanced learning opportunities for qualified students within the NFC service district by participating in Dual Enrollment during the 2026-2027 academic year. Please note updates and/or changes from the 2025-2026 articulation agreements are shown with a strikethrough and/or underlined text.



**DUAL ENROLLMENT
ARTICULATION AGREEMENT**

2026-2027 School Year

THE PRIVATE SCHOOLS OF:

**ACHIEVERS CHRISTIAN ACADEMY
AUCILLA CHRISTIAN ACADEMY
COREY MAURICE JACKSON ACADEMY
CORINTH CHRISTIAN ACADEMY
DONALD RALPH COOKE SCHOOL
FREEDOM SCHOOL
HOLY CROSS CHRISTIAN ACADEMY
LIGHTHOUSE CHRISTIAN ACADEMY
LONGWINGS ACADEMY**

**MELODY CHRISTIAN ACADEMY
NEW TESTAMENT CHRISTIAN SCHOOL
NEXT GENERATION CHRISTIAN ACADEMY
POINT OF GRACE CHRISTIAN SCHOOL
SUWANNEE RIVER RIDGE TECHNICAL HS
THE OAKS PRIVATE SCHOOL
TABERNACLE BAPTIST SCHOOL
WESTWOOD CHRISTIAN SCHOOL**

AND

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

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

WHEREAS, pursuant to section 1007.271, Florida Statutes, each public postsecondary institution eligible to participate in the dual enrollment program, pursuant to s. 1011.62(1)(i), must enter into a private school articulation agreement with each eligible private school in its geographic service area seeking to offer dual enrollment courses to its students.

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

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

NOW, THEREFORE,

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

An Articulation Council shall be established and shall consist of no fewer than four members. The College representatives shall be appointed by the College’s Chief Academic Officer and shall include individuals representing Academic Affairs, Enrollment and Student Services, and Dual Enrollment and Early College Programs. The Private School representatives shall include the High School Principal, the Curriculum Leader, and the Guidance Counselor, or their designee.

The Articulation Council will submit the articulation agreement to the College President and the Private School for review and final approval prior to submission to the College Board of Trustees and the Private School. Upon signature, the Agreement will be in effect until July 31, 2027. The Articulation Council will review the Dual Enrollment Articulation Agreement during each academic year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the Private School. The signed articulation agreement will be submitted by the College to the Department of Education on or before August 1, 2026.

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

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

This agreement shall be in effect from the date of entering into this agreement until July 31, 2027. It shall replace all previous dual enrollment articulation agreements between the parties. Any requested amendments to this agreement and academic calendar shall be made by the district's Superintendent to the College's Chief Academic Officer.

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

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

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

Information about the dual enrollment program shall be provided to all students starting in middle school for the purpose of preparing students and their families for dual enrollment eligibility.

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

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

A. Dual Enrollment, Section 1007.271, Florida Statutes

Section 1007.271(1), Florida Statutes, establish that a dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

Dual Enrollment students may take up to 11 credit hours per term on a part-time basis.

B. Early Admission Dual Enrollment, Section 1007.271(10), Florida Statutes

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate degree. A student must enroll in a minimum of 12 college credit hours per term; however, a student may not be required to enroll in more than 15 college credit hours per term.

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

Career Dual Enrollment allows students to earn industry certifications which count as credits toward the high school diploma, section 1008.44, Florida Statutes. Students may take up to 330 vocational clock hours per term part-time Career Dual Enrollment.

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

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (330+ clock hours per term) in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need the permission of the Chief Academic Officer or designee. Participation in the career early admissions program is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in ninth grade.

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

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

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

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

Approved dual enrollment program courses are available in the document "Dual Enrollment Course-High School Subject Area Equivalency List" on the Florida Department of Education website. Applied academics for adult education instruction, developmental education, and other forms of precollegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program.

Students who are accepted into the NFC Dual Enrollment Program may be eligible for college credit by achieving a minimum passing score on a College Level Examination Program (CLEP) Test, Advanced Placement (AP) Exam, or earning certifications. The dual enrolled student should submit proof of scores or certifications to NFC.

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

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

Application Process for New Dual Enrollment Students

Step 1: Meet with High School Guidance Counselor

Students should begin by meeting with their high school guidance counselor to discuss dual enrollment options and determine eligibility.

Step 2: Complete the NFC Dual Enrollment Application

Students must complete the NFC Dual Enrollment Application using the NFC Dual Enrollment Portal. The portal link will be provided by the high school.

Note: Parent/guardian approval is required as part of the application process.

Step 3: High School Approval

The high school will review and approve applications through the Dual Enrollment Portal. Applications must be submitted and approved during the designated application windows:

- **Fall Application Window:** April 1 – August 1
- **Spring Application Window:** September 1 – December 1

Exceptions to these deadlines may be granted by the department director in cases of extenuating circumstances.

Dual enrollment applications are only accepted for the **fall** and **spring** terms.

A **completed application** includes:

- Submission of the NFC Dual Enrollment Application
- Placement test scores from a common placement exam

Before approving the application, the high school will verify that the student meets the eligibility criteria, including:

- Appropriate unweighted high school GPA
- Required placement test scores

Step 4: Admission and Communication

NFC will send dual enrollment acceptance letters to the email address provided in the application. Students are responsible for completing the admission process by following the instructions in the acceptance letter.

Once admitted, all official communication from NFC will be sent to the student's NFC email account.

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

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

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

Maximum Course Load

Dual Enrollment: up to 11 credits per term

Early Admission Dual Enrollment: 12-15 credits per term

Career Dual Enrollment: up to 330 clock hours per term

Career Early Admission: 330-480 clock hours per term

Students requesting to dual enroll in excess of the Maximum Course Load for a given term must submit a written request for approval to the Director of Dual Enrollment & Early Colleges Programs.

Maximum Credit Hours

- Eligible secondary students are entitled to participate in dual enrollment for a maximum of 70 credit hours. Students requesting to dual enroll in excess of 70 credit hours will be required to submit a written request to the College's Chief Academic Officer or Designee.
- Students requesting to dual enroll in bachelor level courses will be required to submit a written request to the College's Chief Academic Officer or Designee and meet all entry requirements for the program. The decision of the Chief Academic Officer or Designee is final.
- The College limits eligible students in grades 6-8 to one course per term. The number of credit hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible students in grades 9 and 10 limit coursework to two courses per term and students in grades 11 limit coursework to three courses per term.
- All courses must be at least three (3) credits and be taken for a letter grade, not including required co-requisite courses. Students should select courses to meet degree requirements,

including common prerequisite courses, in order to minimize student and state costs for excess hours.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Students must not be over age 19 by the first day of the fall term 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 College's Chief Academic Officer. The decision of the College's Chief Academic Officer is final.

Attendance & First Week Course Participation

Regular and consistent attendance facilitates student success. Absences in excess may impact a student's course grade. There are no "excused" absences and students should notify the instructor when they are absent. Students are responsible for the material covered during their absence. If there is no verifiable participation within the first week of the term, the student will be dropped from the course for non-attendance. This includes all methods of delivery. Career and Workforce Education programs have specific attendance policies. See course syllabi for specific information.

Summer Dual Enrollment

Students may participate in dual enrollment summer courses when such courses are offered by NFC.

New dual enrollment applications will not be accepted for the summer term.

Graduating high school seniors are not eligible to participate in dual enrollment during the summer term. Seniors who wish to enroll in summer courses must apply to NFC as regular degree-seeking or non-degree-seeking students and are responsible for all associated tuition, fees, and instructional materials.

Strategies for Academic Success

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

Testing

For dual enrollment purposes, high school students may test in the NFC Testing Center or one of the NFC locations. Testing at NFC is limited to twice each term. If ACT, SAT, ACCUPLACER, or Classic Learning Test (CLT) scores are used for placement, individual student score reports are required. See Appendix B for minimum score requirements. Students are responsible for costs associated with qualifying for their dual enrollment course/program of choice.

Grades

Dual enrollment courses must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when the GPA is calculated.

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

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

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

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

Grade Forgiveness

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

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

Withdrawals

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

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

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.

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

Initial Dual Enrollment Eligibility Requirements:

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

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

Continued Dual Enrollment Eligibility Requirements:

- Achieve and maintain, with no exceptions, a 2.0 College GPA.
- Maintain, with no exceptions, an unweighted 3.0 high school GPA for college credit courses.
- Maintain, with no exceptions, an unweighted 2.0 high school GPA for career certificate dual enrollment courses.
- Students cannot be scheduled to graduate high school prior to the completion of the dual enrollment course.
- Students must not engage in behavior that disrupts the learning process or results in documented violations of policies outlined in the course syllabus or the NFC Student Code of Conduct. Failure to meet these expectations may result in loss of eligibility to participate in

the dual enrollment program, in accordance with the procedures outlined in the NFC Student Handbook. Students who are accused of Code of Conduct Violation will be notified within five (5) working days of the referral, as will the student's high school guidance counselor and principal.

Bachelor's Degree Programs:

- Students must have successfully completed the associate degree prior to admission into the Bachelor program.
- Dual enrolled students must complete all entry requirements for the Bachelor program.
- No Bachelor level courses may be taken prior to admission into the program.
- Students must submit a written request to the Office of Academic Affairs.

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 Dual Enrollment Course – High School Subject Area Equivalency List which is available on the Florida Department of Education website.

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

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

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

The student handbook is included in the College Catalog and details drop/add and withdrawal policies, student code of conduct, grading policies, critical dates, etc.

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

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

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

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

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

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

Step 3: The Office of Dual Enrollment & Early College Programs will register the students during the advertised term registration dates for the courses that are available, per College policy. Individual student GPA's must be verified each term by the high school.

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

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

Career and Workforce Education programs may have separate registration deadlines.

Students with incomplete applications for admissions, which includes all required signatures and placement scores, will not be allowed to register. It is the responsibility of the high school to ensure

that all student registration requests and qualifying placement scores are received by the Office of Dual Enrollment & Early College Programs prior to the published registration period each term. Registration, drop/add, and withdrawal dates for each term are available on the College website. Students will register for courses through their high school counselor; they may not register online or directly through NFC staff.

Students must submit registration requests for Full Term, Mini A, and Mini B sessions during the college's advertised initial registration period for the full-term session. Students may request to drop a Mini B course; however, they may not add a Mini B course after this registration period.

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

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

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

Criteria for Accreditation:

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

High School Faculty Personnel Assignments:

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

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

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

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

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

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

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

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

Academic dishonesty and plagiarism policies are outlined in each instructor's syllabus and the College Catalog.

Early Alerts

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

The Office of Dual Enrollment & Early College Programs will work closely with students, schools, and the high school guidance professionals, along with College advisors, to develop student academic and education plans. To improve articulation and reduce excess credit hours, each student who is seeking an associate in arts degree must indicate a baccalaureate degree program

offered by an institution of interest by the time the student earns 30 semester hours, per section 1007.23(4), Florida Statutes.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the Private School.

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

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

Costs associated with tuition and fees, including registration, and laboratory fees, will not be passed along to the student. All students are exempt from the payment of tuition and all fees, section 1007.271(2), Florida Statutes.

- **Tuition and Fees**

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

- **Textbooks and Instructional Materials**

- Instructional materials may include digital courseware, eBooks, lab kits, consumables, online access codes, and other required course resources, section 1006.29(2), Florida Statutes.
- It is the responsibility of the College to:
 - Select textbooks and instructional materials; course faculty determines final selections.
 - Post required textbook and materials lists at least 45 days prior to the start of each term on the College website.

- ⊖ The College, through the Office of Dual Enrollment & Early College Programs, will provide Private School students with the required instructional material on a loan basis. Students must return the loaned instructional material by the due date each term. Items not returned by the student may result in cancellation or prevention of registration, per College procedure.
- The Private School will collaborate with the Office of Dual Enrollment & Early College Programs and assist with the distribution and collection of instructional material.
- The College will not reimburse the Private School, students, or parents for instructional material purchased outside of the College loan process.
- The College is not required to purchase optional course material.
- Students will receive communication from the Office of Dual Enrollment & Early College Programs, through their NFC email account, with information about receiving their required instructional material each term.

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

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

16. Any scheduling changes that are necessary to increase access and student participation.

NFC Dual Enrollment & Early College Programs, Academic Affairs, and the Articulation Council collaborate annually with each High School within the College’s six-county service area to ensure that all students have access and opportunities to participate in dual enrollment.

NFC offers courses through a variety of delivery methods to minimize scheduling conflicts.

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

- The school guidance counselor or designee will ensure that qualified students with disabilities (including those who have Individual Education Plans or 504 Plans) are provided information about the dual enrollment program. The Private School understands that the accommodations and modifications provided to the student under the IEP are not automatically provided in the postsecondary setting. The College has a separate procedure for approving accommodations for students with disabilities. The high school will refer the student and his/her parents to the Office of Accessibility Services on the College’s main campus and will provide copies of relevant documentation to the College. This contract serves as a release of information. Accommodations from the College will proceed upon completion of the intake with the parent and student and NFC Faculty’s receipt of appropriate records.
- Accommodation provisions will be individually determined by the College according to Florida Statute and Florida Administrative Codes. The College agrees to arrange and provide accommodations for dual enrolled students receiving instruction at the College campus or one of its locations. The Private School agrees to arrange and provide

accommodations for dual enrolled students receiving instruction on the high school campus. The high school guidance counselor will ensure that the College determinations are followed at the high school campus. The Private School is responsible for ensuring that the student receives all accommodations determined by the College. If a high school student has a dedicated, paid staff member as an aid/assistant, the Private School agrees to send that staff member with the student to the College courses. The College does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case-by-case basis between the parties.

18. Program Review and Reporting. The College will analyze student performance in the Dual Enrollment Program to ensure that the level of preparation and student success is comparable to non-dual enrollment course sections. This analysis will be shared with the Private School. Rule 6A-14.064(5).

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

Dr. Jennifer H. Page, President
North Florida College

Charles Barrett, Director
Achiever's Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Richard Finlayson, Headmaster
Aucilla Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Ledia Jackson, Director
Corey Maurice Jackson Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Karen S. Godwin, Principal
Corinth Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Joseph Craig Burnett, Board Chair
Corinth Christian Academy

Date

Date

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

Dr. Jennifer H. Page, President
North Florida College

Dana Drawdy, Director of Education
Donald Ralph Cooke School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Sheriff Bill Prummell, Board Chair
Donald Ralph Cooke School

Date

Date

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

Dr. Jennifer H. Page, President
North Florida College

Kimberly Hammock, Director
Freedom School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Wende Rosado, Administrator
Holy Cross Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Connie Bowie, Dean of Students
Lighthouse Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Erica Rimbart, Director
Longwings Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Matthew Yanossy, Principal
Melody Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Justin Riegsecker, Principal
New Testament Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Joshua Remington, Principal
Next Generation Christian Academy

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Randy Maubach, Administrator
Point of Grace Christian

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Wesley Grant, Board Chair
Point of Grace Christian

Date

Date

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

Dr. Jennifer H. Page, President
North Florida College

Cheryl Mae Brinson, Principal
Suwannee River Ridge Technical High School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Jason Bennett, Director of Education
The Oaks Private School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

Gil C. Roser, Director
Tabernacle Christian School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Date

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

Dr. Jennifer H. Page, President
North Florida College

William J. Yanossy, Principal
Westwood Christian School

Date

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

Adam Hitt, Board Chair
Westwood Christian School

Date

Date



APPENDIX	
A	Dual Enrollment Eligible Degrees and Certificates
B	Dual Enrollment Initial Eligibility and Placement
C	Private School Student Signature Page
D	NFC Contact List

Appendix A

Dual Enrollment Eligible Degrees and Certificates

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

Associate in Arts Degree – A.A. 60 credit hours

Associate in Science Degree – A.S.

Accounting Technology 60 credit hours

Agribusiness Management 60 credit hours

Business Administration 60 credit hours

Criminal Justice Technology 60 credit hours

Emergency Medical Services 73 credit hours

College Credit Certificates

Accounting Technology Management 27 credit hours

Accounting Technology Operations 18 credit hours

Accounting Technology Specialist 12 credit hours

Human Resources Administrator 21 credit hours

Business Operations 18 credit hours

Business Management 24 credit hours

Child Care Center Management Specialization 12 credit hours

Criminal Justice Technology Specialist 24 credit hours

Emergency Medical Technician (EMT-Basic) 12 credit hours

Human Services Generalist 18 credit hours

Preschool Specialization 12 credit hours

2.0 High School Unweighted GPA Required

Career and Workforce Certificates

Program	Clock Hours	Industry Certification
Early Childhood Professional Certificate (ECPC)	600	Child Development Associate (CDA)
Florida CMS Correctional Basic Recruit Academy	420	Correctional Officer
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	1350	Air to Air Heat Pump Service Technician
Industrial Machinery Maintenance 1	750	MSSC Certified Production Technician (CPT)
Industrial Machinery Maintenance 2	600	MSSC Certified Production Technician (CPT)
Welding Technology	1050	American Welding Society (AWS) Certified Welder

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

*Subject to change without prior notice.

Appendix B

Dual Enrollment Initial Eligibility and Placement

TEST	PERT	SAT	Digital SAT	ACT or ACT with Writing	Next-Generation ACCUPLACER	Classic Learning Test
			Since June 2023			
READING	106	24	490*	19	256	38**
WRITING/ ENGLISH/ LANGUAGE	103	25		17	253	
MATH						
MAT 1033 MGF 1130 MGF 1131 STA 2023	114-122	24-26	480	19-20	261 (QAS)	16
MAC 1105	123-150	26.5-40	530	21-36	263 (AAF)	19
MAC 1114 MAC 2140 MAC 2233	150	28.5-40	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>	25-36	273 (AAF)	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>
MAC 2311	150	31-40	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>	30-36	276 (AAF)	<i>PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement</i>

*Score is Evidence-Based Reading and Writing section.

**Score is the sum of the Verbal Reasoning and Grammar/Writing sections.

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 1130, MGF 1131, 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.

August 2024

Appendix C

2026-2027 Dual Enrollment Articulation Agreement Private School Student Signature Page

I have reviewed the 2026-2027 Dual Enrollment Articulation Agreement and understand the requirements and expectations of a dual enrolled student at North Florida College.

Print Student Name

Private School Name

Student Signature

Date

Appendix D

NFC Contact List

Department	Email	Location	Phone
Academic Affairs	AcademicAffairs@nfc.edu	Building 3	850-973-9402
Academic Success Center	ASC@nfc.edu	Building 4	850-973-1719
Admissions	Admissions@nfc.edu	Building 3	850-973-1622
Advising	Advising@nfc.edu	Building 2	850-973-1737
Office of Accessibility Services	OAS@nfc.edu	Building 7	850-973-9403
Library	Library@nfc.edu	Building 4	850-973-1624
Live Oak Location	LiveOak@nfc.edu	210 Ohio Ave North Live Oak, FL	386-364-5093
Foundation (Scholarships)	Foundation@nfc.edu	Building 36	850-973-9414
Dual Enrollment & Early College Programs	DualEnrollment@nfc.edu	Building 6	850-973-1628
Perry Location	DunnellD@nfc.edu	319 Byron Butler Parkway Perry, FL	850-973-9499
Testing Center	Testing@nfc.edu	Building 6	850-973-9451

Name	Title	Email	Phone
Dr. Jennifer Page	NFC President	pagej@nfc.edu	850-973-1603
David Dunkle	Dean of Workforce & Economic Initiatives / Chief Academic Officer	dunkled@nfc.edu	850-973-9440
Lynn Wyche	Dean of Enrollment & Student Services	wychel@nfc.edu	850-973-9404
Philip Wilkerson	Director of Advising & Early College Programs	wilkersonp@nfc.edu	850-973-9455
Mary Frances Mauldin	Coordinator of Dual Enrollment	mauldinm@nfc.edu	850-973-1628
Johnathan A. Cooks	Coordinator of Early College Programs	cooksj@nfc.edu	850-973-9474
Larry Akers	Director of Campus Safety & Security	akersL@nfc.edu	850-973-9477