

**INTER-INSTITUTIONAL  
EARLY COLLEGE/DUAL ENROLLMENT ARTICULATION AGREEMENT  
Between  
NORTHWEST FLORIDA STATE COLLEGE AND  
THE WALTON COUNTY SCHOOL DISTRICT**

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This early college/dual enrollment articulation agreement between Northwest Florida State College (the college) and the Walton County School District (the district) is in effect from August 01, 2013 to July 31, 2014.

This articulation agreement details selected cooperative endeavors between the Walton County School District (district) and Northwest Florida State College (college) in the areas of accelerated mechanisms (primarily dual enrollment), remediation reduction and teacher preparation. In an effort to enhance educational opportunities throughout the county, the college and the district may expand their partnerships to activities beyond those listed here, using supplemental agreements as appropriate.

Early college/dual enrollment is one of the articulated acceleration mechanisms defined in Florida Statutes. The mission of dual enrollment, as specified by the Legislature, is three-fold:

- to shorten the time necessary for a student to complete the requirements of a postsecondary degree and high school diploma
- to broaden the scope of curricular options available to students, or
- to increase the depth of study available for a particular subject.

A District Articulation Committee will review this Agreement each year. Composition of the District Articulation Committee shall conform to Florida rule and law. Voting members shall be appointed by the appropriate superintendent or institutional president and shall represent Northwest Florida State College, Okaloosa County School District, Walton County School District, and the University of West Florida. Guests and additional non-voting members may also attend and participate in the meetings.

This agreement may be amended or renewed from year-to-year by mutual agreement of the President of Northwest Florida State College and the Walton County School Board.

**THE FOLLOWING CONDITIONS WILL GOVERN THE EARLY COLLEGE/DUAL ENROLLMENT PROGRAM:**

**1. Ratification or modification of all existing articulation agreements**

Under the dual enrollment program qualified Walton County public high school students, with the consent of their parent(s)/guardian(s) and the coordination of their school principal/designee, may enroll in college classes through Northwest Florida State College. Coordination should be based on the conditions as outlined below. The successful completion of the college classes will allow Walton County students to earn

college credits, simultaneously counting toward the completion of a high school diploma and a certificate or a college degree.

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

Students and parents will be apprised of the opportunity to participate in the dual enrollment program and the availability of related college course offerings through public news releases, mailings, and/or announcements made at the schools, as well as through college publications and the Northwest Florida State College website ([www.nwfsc.edu](http://www.nwfsc.edu)).

**3. Delineation of courses and programs available to students eligible to participate in dual enrollment**

Courses available to dual credit students consist of standard college credit courses of three or more semester hours, exclusive of college preparatory and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity. Courses that will be available shall be those on the Florida Department of Education's *Dual Enrollment Course Equivalency List* that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at [http://www.fldoe.org/articulation/under Advising Resources](http://www.fldoe.org/articulation/under%20Advising%20Resources). (See Appendix A for additional information about dual enrollment courses and the high school credit to be awarded for successful completion of each.) Postsecondary adult vocational courses are available only on a limited basis and only with permission of the district and the college. Dual enrollment is not available for those college or vocational credit courses offered as part of the core requirements of a limited admission program. A variety of courses will be available on the Niceville and Fort Walton Beach campuses, at all college centers, and in the high schools. Dual enrollment students will not be allowed to take distance learning classes without the recommendation of the high school counselor and the approval of the college.

Courses may be offered in the high schools by invitation and mutual agreement of the district and the college. Courses offered in the high schools may be scheduled on a flexible, rotating, and staggered basis to meet the needs of high school students and to complement the high school curriculum while maintaining the integrity of the college courses; however, these classes may not be combined with high school courses.

Principals at the high schools may request college courses to be taught on the high school campus using a fully qualified instructor who is employed by the College or the District. The courses that may be requested are MAC1105 – College Algebra, STA2023 – Statistics, LIN1670 – Writing and Grammar, ENC1101 – Composition I, POS1041 – American Government, and ECO2013 – Economics. The College will try to meet requests. Exceptions must be mutually approved by the College and the District.

Requests for college courses taught on a high school campus should be made to the Director of Dual Enrollment in the fall of 2013 for the 2014 – 15 school year. The Director of Dual Enrollment will work with the college departments to determine if the requests can be filled. The director will let the high school know if the class can or cannot be offered. This should be completed before high school student's sign up for their classes for the 2014 – 15 school year. The College will post instructional materials required for the course in the term prior to the term the course is offered.

#### **4. Process by which Students and their Parents Exercise their Option to Participate in the dual enrollment program**

Per the Florida Board of Education, students enrolled in the Walton County School District who meet the dual enrollment eligibility requirements must be allowed to enroll in college credit courses designated as part of the state and local dual enrollment program.

Students meeting the eligibility requirements for dual enrollment may register for approved college credit courses under the dual enrollment program by following these steps each term.

1. Obtain a Dual Enrollment Admission and Registration form from a high school counselor or an enrollment services office at any NWFSC location.
2. Consult the college website for course options.
3. Consult with the high school counselor to confirm that the desired courses will meet graduation requirements and will be posted to the high school transcript.
4. Contact a NWFSC Test Center to make arrangements to take the PERT if the student does not have ACT or SAT scores. PERT testing is limited to two attempts at the college.
5. Complete all sections of the Dual Enrollment Admission and Registration Form and secure applicable signatures.
6. Return the Dual Enrollment Admission and Registration Form to the enrollment services office at any NWFSC location on the student's registration date which is found in the semester schedule of classes and on the college website.
7. Obtain proof of registration at the time of registration.
8. Obtain a Student Access ID/Raider Card.

9. Take the proof of registration form and Student AccessID/Raider Card to the NWFSC Chautauqua Center in DeFuniak Springs or the NWFSC Barnes and Noble bookstore to pick up textbooks.

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

**College Credit Dual Enrollment**

Identification of students who are eligible to participate in the college-credit courses will be made at each enrollment period according to the following criteria:

- a) In general, students may participate in college-credit courses beginning the summer between their ninth and tenth grade years.
- b) Exceptional students may be granted a waiver to provision a) and allowed to participate in dual enrollment during their ninth grade year only if the following conditions are met:
  1. Their parents/guardians make a special petition to the high school principal to be considered for the waiver.
  2. The student and parents/guardians conference with the high school guidance counselor and sign a statement that they understand the difficulty level of college courses and the possible repercussions of creating a college transcript.
  3. Recommendations for participation are obtained from the middle school principal and eighth grade subject area teachers.
  4. The student has demonstrated prior academic success by making a C or better and earning high school credits as an eighth grader.
  5. The student has enrolled in technical dual enrollment courses taken as part of a regular sequence of courses leading to a technical certification. These courses are available only at the Walton Career Development Center and enrollment must be approved by the WCDC Guidance Staff.
  6. Northwest Florida State College approves the student for dual enrollment classes.
- c) The student shall have a cumulative, unweighted grade-point average (GPA) 3.0 or above on course work beginning with grade nine or the recommendation of the principal and the approval of the college if the GPA is less than 3.0.
- d) The student must pass the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, social science or humanities course with a Gordon Rule writing or computation requirement or other course for which a Gordon Rule writing or computation course is a prerequisite.

- e) Students who have not passed all areas of a State Board approved college placement test by the time they have accumulated 12 college credit hours will not be able to enroll in additional dual enrollment courses until all areas of the test are passed. Exceptions to the 12 college credit hour limitation may be granted by the college provided that the dual enrollment student is concurrently enrolled in a high school class in each basic competency area for which the student has been deemed deficient. Dual enrollment students who have accumulated 12 college credit hours and have not yet demonstrated proficiency in the basic competency areas of reading, writing, and mathematics will be advised in writing by the district of the requirements for associate degree completion and state university admission, including information about financial aid eligibility and the potential costs of accumulation excessive college credit.
- f) Students who have accumulated 12 college credits but less than 24.99 college credits must have a college GPA of 1.5 or above. Students who have 25 or more college credits must have a college GPA of 2.0 or above.
- g) Due to field experience requirements in the teacher education program, EDF1005 and EDF 2701 are available only to 12<sup>th</sup> grade students.
- h) College courses offered as part of the technical/core requirements in limited access programs such as dental assisting and Radiography, or programs with specific admissions requirements such as the Law Enforcement and Corrections Academies, are not available as dual enrollment unless agreed to by the college and the district under separate agreement.

### **Vocational Credit (PSAV) Courses**

Identification of students who are eligible to participate in postsecondary adult vocational (PSAV) courses will be made at each enrollment period according to the following criteria:

- a) In general, students may participate in college-credit courses beginning the summer between their ninth and tenth grade years.
- b) Exceptional students may be granted a waiver to provision a) and allowed to participate in dual enrollment during their ninth grade year only if the following conditions are met:
  1. Their parents/guardians make a special petition to the high school principal to be considered for the waiver.
  2. The student and parents/guardians conference with the high school guidance counselor and sign a statement that they understand the difficulty level of college courses and the possible repercussions of creating a college transcript.
  3. Recommendations for participation are obtained from the middle school principal and eighth grade subject area teachers.
  4. The student has demonstrated prior academic success by making a C or better and earning high school credits as an eighth grader.

5. The student has enrolled in technical dual enrollment courses taken as part of a regular sequence of courses leading to a technical certification. These courses are available only at the Walton Career Development Center and enrollment must be approved by the WCDC Guidance Staff.
6. Northwest Florida State College approves the student for dual enrollment classes.
  - c) The student shall have a cumulative, unweighted grade-point average (GPA) of 2.0 or above on course work beginning with grade nine, or the recommendation of the principal and the approval of the college if the GPA is less than 2.0.
  - d) The student must have the permission of the designated school district official and the college dual enrollment director.
  - e) Students must pass the appropriate subtest of a State Board approved college placement test if enrolling in a college English, math, reading, Gordon rule social science or humanities course, or any courses which require English, math or reading prerequisites.
  - f) Students must also satisfy all TABE testing requirements associated with career technical certificate programs per Florida law and rule.

**6. Delineation of the high school credit earned for the passage of each dual enrollment course**

Students earning passing grades in dual enrollment courses will receive both high school units creditable toward high school graduation and college credits applicable to an associate degree or other college program. For a three or four credit college course, a student would simultaneously earn the appropriate number of hours of college credit and ½ Carnegie units applicable toward high school graduation, except for those courses for which 1.0 Carnegie units are awarded per state guidelines and except for those courses in which enhanced instruction generates 1.0 Carnegie units.

The college will provide to the principal and the appropriate school district office a report of mid-term grades for fall and spring terms and final grades each term for students enrolled under the provisions of this agreement. Dual enrollment students will be able to view their grades online using Raidernet. The student's final grade in the college course shall be posted to the student's high school transcript. The district will weigh the early college/dual enrollment courses the same way that they weigh advanced placement.

**Student Transcripts**

College credits earned under this program will be duly entered on the student's NWFSC transcript as well as on the student's high school transcript. Students may review their college course records online at <http://raidernet.nwfsc.edu/FCCSC/navigate/student.jsp>

### **Student Advising**

Students enrolling in courses under this program will receive academic advising from NWFSC counselors and advisors. (See Appendix B.) Students may visit college advisors at any college location on an appointment basis. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students. In addition, students may complete the college online orientation and will be provided online access to the Florida automated advising system (FLVC) at the college sites and at the student's home high school.

### **Tuition and Fees**

Students registering for courses in this program will be assessed no tuition or fees; such fees will be exempted by the college. Students are eligible for the dual enrollment fee exemption through the last term of their high school enrollment; graduating seniors are not eligible for dual enrollment status and fee exemption during the term immediately following their graduation date, even if the registration period or college classes begin prior to the student's actual graduation date.

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

All courses included in the dual program are subject to the academic standards of the college, including but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The College Vice President for Academic Affairs the NWFSC Curriculum Committee, and respective divisions or departments of the college monitor the instructional quality of all college courses per institutional guidelines and the *Statement of Standards for Dual Enrollment/Early College Programs in the Florida Community College System*. Courses offered under the dual program meet or exceed the standards of the Southern Association of Colleges and Schools.

### **8. Policies and procedures, if any, for determining exceptions to the required grade point averages on an individual basis.**

Exceptions to the eligibility requirements may be made on an individual student basis. The student must present a written request endorsed by a parent to a high school official, usually a counselor. Submit the request to the dual enrollment office of NWFSC and have approval by the Director of dual enrollment or a designee of the director

### **9. Registration policies for dual enrollment courses as determined by the postsecondary institution**

Dual enrollment students may present a fully executed Dual Enrollment form at any Northwest Florida Campus or Center during the approved registration period

(8 July through 19 August) for fall 2013. Specific term information may be altered for dual classes taught at a secondary school site. General term information including drop, add and withdrawal information is published on the college web site [www.nwfsc.edu](http://www.nwfsc.edu). Page 10 of this document delineates withdrawal options for dual students.

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

Instructors assigned to teach courses under this agreement must be fully qualified by virtue of their academic credentials to teach college courses. Before approving a District instructor to teach a dual enrollment course at a high school, the college reserves the right to require the teacher to first teach a college course at the College and attend a training workshop. The college will provide all adjunct faculty teaching dual enrollment courses with a full-time faculty contact or liaison in the same discipline, information for accessing the faculty and student handbooks online, copies of course plans and objectives for the college courses they are teaching, and information about the end-of-course assessment or a series of assessments of all expected learning outcomes in accordance with the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition.

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

Instructors in this program will maintain the same standards and rigor, use the same or comparable textbooks/instructional materials as approved by the college, work under the supervision of the appropriate college division director or department chair regarding their dual enrollment course objectives, file a copy of their course syllabus with the director/department chair prior to the start of the term. The college will provide an end of course assessment to the instructor at least two weeks before the final exam period. The graded assessments will be sent to the appropriate college division or department where they will be kept for one year. Instructors in this program will adhere to the professional guidelines, rules, expectations, procedures, and deadlines of the college. The Northwest Florida State College director/department chair will consult with appropriate school/school district personnel as needed. For classes meeting in the high schools, it is recognized that administrative responsibilities of the public school facility rest with the principal, with whom the college instructor shall cooperate fully.

Instructors teaching dual enrollment classes will be evaluated by the appropriate division director or department chair using the same criteria used for non-dual enrollment college instructors. For classes meeting in the high schools, College personnel must be granted access for class observations when necessary.

**Administrative Responsibility**

The administrative responsibility for activities occurring in the various public school facilities rests with the principal or designee, who will arrange for appropriate classroom



space and make every effort to assure that the scheduled courses are able to function as mutually agreed upon between the college and the high school without interruption by high school activities.

**12. Responsibilities of the school district 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**

**College Enrollment Classification**

Students enrolling in the college courses under this program will have all of the rights and responsibilities associated with such enrollments. Their admission to the college will be limited to dual enrollment classes until such time as they become eligible for unconditional admission or other special enrollment category. When/if students in this program become unconditionally admitted to the college or admitted under some other special enrollment category, they will be assessed the standard registration and lab/special tuition fees. Students will be screened at each registration period according to the eligibility criteria in section "5". The presentation of the early college form will provide physical evidence validated by a secondary school official. Students may not change from dual enrollment to concurrent enrollment status after the close of the NWFSC schedule adjustment period (drop/add) each term. Courses dropped during the drop term do not appear on student transcripts.

Dual enrollment students who are enrolled in 12 or more credits in a semester are considered full-time dual enrollment.

**13. Responsibilities of the Florida College System institution regarding the transmission of student grades in dual enrollment courses to the school district**

**Monitoring Student Progress**

Progress of dual enrollment students during a semester is monitored primarily at the class level where faculty members can report attendance problems (including a warning notice) or refer struggling students to various resources through special software (Accutrack). In addition, all dual enrollment students will be able to view midterm grades during the fall and spring semesters and final grades at the end of each semester by logging into their student RaiderNet account. The district and each high school will be emailed midterm and final grades.

Continued participation in dual enrollment from one semester to the next is determined by the eligibility criteria in section "5" of this document.

**Student Rights and Responsibilities**

Dual Enrollment students have the same rights and responsibilities as non-dual enrollment college students. Dual enrollment students and their parents are encouraged to view the early college/dual enrollment orientation on the College website at [www.nwfsc.edu/dual](http://www.nwfsc.edu/dual). A statement of Student Rights and

Responsibilities is found in the college catalog. Each student is expected to participate seriously and purposely in college life. These standards apply to behavior in the classroom, academic achievement, and campus behavior. Any act or behavior by a student which tends to interfere or otherwise disrupt the orderly conduct, process, function, or interests of the college is prohibited. Such acts and behaviors include but are not limited to the following: cheating in any form, including plagiarism; gambling; theft, vandalism, or destruction of college property; falsification of personal or college records; the use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any college-sponsored function; violence; and hazing or harassment. Disciplinary procedures for committing these acts or displaying these behaviors are covered in the college catalog as is the appeal procedure for a disciplinary action. Dual enrollment students may be withdrawn from a class for disruptive behavior and may become ineligible to participate in the dual enrollment program.

Students will be informed on the first day of class the requirements and expectations for the course. This will include the course number, title, and number of credit hours; the required and optional materials; the course objectives; the items that will be graded and how they will be weighted; the method for determining the final grade; and the class policies for attendance, tardies, make-up work, classroom conduct, plagiarism and cheating, student rights and responsibilities, and cell phone use.

#### **Student Attendance**

The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the school district. Students who do not meet the college's established attendance policy may be withdrawn from class by the instructor in accordance with such policy.

#### **Student Withdrawal from College Classes**

Students who are unable to complete a dual enrollment college class or who believe they will not be successful in the class may withdraw from the class any time before the final exam period for the class. Withdrawals require the student to complete the appropriate college form. Dual enrollment students are limited to one withdrawal per college course. If a student withdraws from a course he or she may not repeat that course under the dual enrollment program. Students who have three or more withdrawals from dual enrollment courses are no longer eligible to participate in dual enrollment. . Exceptions may be granted by mutual agreement between the district and the college. Dual enrollment students are not permitted to register or withdraw online unless mutually agreed upon by the District and the College.

**14. Funding provision that delineates costs incurred by each entity**

**Delineation of Cost**

Northwest Florida State College will provide instruction under this agreement in District locations at a cost to the District of \$850 per credit hour plus mileage expenses from the NWFSC location to the District location. This fee is applicable to online as well as in class instruction. All instruction will be provided by qualified and approved instructors. The District may request that High School Faculty qualified and approved by NWFSC provide instruction in the District location, whereby the district will compensate the instructor. The District will be invoiced \$71.98 or as state rule requires per student semester hour for dual students taking college classes at any NWFSC location including online courses. The invoice will be issued one week after the midterm advisory grades are issued for that term.

**Instructional Materials**

Instructional materials will be provided to each dual enrollment student by the college in accordance with current legislative provisions with reimbursement to Northwest Florida State College from the district upon receipt of an invoice specifying the materials required by each student. Textbooks and non-consumable workbooks may be provided by the college bookstore and are checked out to each student, at no charge to the student, at the beginning of each course upon showing proof of registration. At the end of each course, textbooks and other non-consumable materials should be returned to the Chautauqua Center where an inventory is maintained by the bookstore manager. Once this articulation agreement expires, the college bookstore will no longer be able to provide an inventory and check-out service for the district. District may reclaim the issued material at any time by written request. The district reserves the right to charge students at the current buy back rate for textbooks not returned by the students prior to the release of grades for the semester. Funds received from the sale of out-of-date textbooks and non-consumable supplies purchased under provisions of this agreement will be reimbursed to the Walton County School Board. Outdated and worn out textbooks which have lost their resale value will be disposed of in the same manner as other such books owned by the Walton County School District. Outdated and damaged text books will be returned by the District. The College agrees to provide a stipend of 100 dollars per student per course for invoiced registrations as a mitigation for instructional materials. The stipend is offered only for the 2013-2014 academic year.

**Use of Facilities**

As part of the cooperative efforts between the Walton County School District and Northwest Florida State College, neither the public school system nor the community college will charge the other for any use of their respective classroom facilities for courses offered under this program.

**FTE Funding**

State revenue for the District and the College will be in accordance with the provisions of Florida statute.

**Collaboration in Development of Acceleration Mechanisms**

The district and the college will collaborate on the research, development and implementation of additional acceleration mechanisms including, but not limited to, a combined AP and Dual Enrollment Program, PSAV (career-technical) training programs in the high school setting, credit for industry certifications, and credit for competencies earned in high school career academies

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

Students enrolling for college courses scheduled for locations other than the high school in which they are enrolled will be responsible for providing their own transportation. Parking decals are available at the time of registration and throughout the year at all Northwest Florida State College locations and must be displayed on the left rear of the vehicle when parking at Northwest Florida State College. Student parking is designated with white lines.

**Remediation Reduction Plan**

The college and the school district are committed to reducing the incidence of postsecondary remediation in math, reading, and writing for first-time-enrolled recent high school graduates. The joint remediation reduction plan was developed with the mutual agreement of the district and the college and appears as Appendix C.

**College Readiness Courses**

Students who have not demonstrated minimum passing scores on state approved college placement tests will be offered the opportunity to take college readiness courses (high school credit) which are equivalent to college developmental and/or bridge courses, as so designated by the Florida Department of Education and described in the State Course Code Directory. Enrollment in such courses is not mandatory, but recommended for students who do not meet “college ready” scores on state approved assessments by the end of their junior year. The courses will be offered on the high school campuses.

The college and the school district shall collaborate on the high school college-ready courses to promote continuity between the high school classes and the comparable/companion college classes and ensure that completers can demonstrate mastery not only of subject area content, but also the companion college success skills in that subject area.

Exam content, grading practices, and passing scores for the high school credit college-ready courses shall be the same as those used by the college for the comparable/companion college class.

Students who successfully meet all college and state requirements defining successful completion of a high school credit college-ready course shall be recognized by the college as eligible for enrollment in the next sequential college course in that subject area without additional remediation.

The college and the district will collaborate on creative methods for expanding dual enrollment access to college credit courses in college study skills, critical thinking, career exploration, and related college readiness/success skills.

### **Jump Start/Tech Prep**

Northwest Florida State College and the Walton County School District want to give students who participate in Tech Prep career/technical programs at the high school level the opportunity to apply skills acquired through those programs toward partial fulfillment of a certificate and/or two-year degree program at NWFSC. The Tech Prep articulation program is known as The Jump Start Program Articulation details appear as Appendix D.

### **Collaboration in Teacher Preparation Activities**

The District Articulation Committee will comprise a steering committee to develop plans and recommendations regarding mechanisms and strategies for improving the preparation of elementary, middle, and high school teachers. The primary goal of the plan will be effective collaboration among school districts, postsecondary institutions, and practicing educators to improve teaching in Florida's public schools. The plans and recommendations will address professional development activities that focus upon local and state needs and that respond to state, national and district policy and program priorities; among the areas to be targeted are technology, ESOL and Sunshine State Standards applicable to mathematics and science.

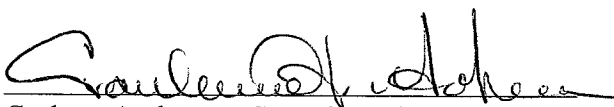
In addition, the college will work with the appropriate school district personnel to develop content for and to disseminate information on subject area workshops, FTCE review classes, and similar activities.

### **Statutory Compliance**

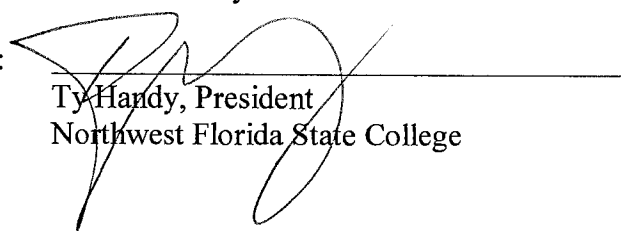
If any conflict exists between the provisions of this agreement and Florida rule or law, the provisions of law shall prevail.

### **Annual Review of Agreement**

The Superintendent of Schools and the President of Northwest Florida State College shall review the agreement on an annual basis.

BY:   
Carlene Anderson, Superintendent  
Walton County School District

7/25/13  
Date

BY:   
Ty Handy, President  
Northwest Florida State College

8/8/13  
Date

## **APPENDIX A**

### **DUAL ENROLLMENT COURSES, EQUIVALENT HIGH SCHOOL CREDITS AND HIGH SCHOOL SUBJECT AREA**

- Per Florida rule and statute, all courses listed on the “Florida Department of Education Dual Enrollment Course List” (state list) and that are offered by Northwest Florida State College shall be included in the dual enrollment program defined in this agreement.
- Should the Florida Common Course Numbering System (SCNS) institute a course number change for any of the courses on the state list, the revised course number shall replace the original number per SCNS guidelines and implementation of the change by the college.
- High school credits awarded for successful completion of dual enrollment courses shall conform to the state list.
- Dual enrollment courses shall be applicable to high school subject area requirements according to the state list.
- Per Florida statute and rule, dual enrollment credits shall be weighted by the high schools in the same manner as honors and advanced placement courses when grade point averages are calculated. An alternative grade calculation or weighting system that discriminates against dual enrollment courses shall not be used.

## APPENDIX B

### PLAN FOR DUAL ENROLLMENT STUDENT ACADEMIC ADVISING

Academic advising for students participating in the dual enrollment program shall consist of the following components.

1. At or near the start of the student's first term of enrollment, he/she should contact a NWFSC advisor for an in-person advising session.

As part of the advising session, each student will receive a college catalog. The following topics will be covered.

- College program options/planning and selecting a college major
  - College Course-Level Expectations, including, but not limited to:
    - 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 his/her college transcript,
    - All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admissions.
    - While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
    - The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
2. The high school counselor will insure the inclusion of dual enrollment course plans in the dual enrolled student's Electronic Personal Educational Planner (ePEP) using the online student advising system available through FACTS.org as required by 1003.413(3)(i), Florida Statutes, to minimize enrollment in a random selection of college courses.
  3. Dually enrolled students will have the same access to advising and program planning tools and resources that traditional college students have.
  4. The Dual Enrollment Handbook is available on the college website at [www.nwfsc.edu/dual](http://www.nwfsc.edu/dual). The handbook addresses a range of information items, including, but not limited to the following.



- Dual Enrollment FAQ's
  - NWFSC certificate AA, AS and AAS requirements
  - Orientation and instructions on using the NWFSC online advising resources (RaiderNet)
  - Orientation and instruction on using Florida automated online advising system (FACTS)
  - Key academic policies (e.g. effective catalog rule, withdrawal and attendance policies, etc.)
  - Listing of learning support services and related college resources
  - Tips for succeeding in the college environment
  - Basic program planning documents
5. Students will be provided access to a qualified college advisor (dual enrollment coordinator, academic advisor, center director, counselor, etc.) on an appointment basis throughout the year.
  6. NWFSC will work with the individual high schools to offer on-site planning and advising sessions conducted jointly by the college and the high school staff.
  7. NWFSC will provide workshops for school district staff on various advising and advising-related topics on an as-needed basis.

## APPENDIX C

<p style="text-align: center;"><b>NORTHWEST FLORIDA STATE COLLEGE OKALOOSA COUNTY SCHOOL DISTRICT WALTON COUNTY SCHOOL DISTRICT</b></p>
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### **Remediation Reduction Plan**

Northwest Florida State College and the Okaloosa and Walton County School Districts are committed to reducing the incidence of postsecondary remediation in math, reading, and writing for first-time-enrolled recent high school graduates. Therefore, in accordance with Florida Statutes, the Okaloosa and Walton District Schools and Northwest Florida State College Articulation Committee has developed the following Remediation Reduction Plan.

#### **Goals and Outcomes**

As a result of the strategies set forth in this plan, the Articulation Committee anticipates the following outcomes. However, the degree to which some of these goals may be attained is dependent upon new or additional resources being made available to the college and/or the school districts:

- a. more accurate and timely information used for remediation-related decision-making;
- b. early identification of high school students at-risk for remediation;
- c. increased coordination of high school and college instruction in college placement test skill areas;
- d. reduced percentage of first-time-enrolled recent high school graduates required to enroll in college preparatory reading courses;
- e. reduced percentage of first-time-enrolled recent high school graduates required to enroll in college preparatory writing courses;
- f. reduced percentage of first-time-enrolled recent high school graduates required to enroll in college preparatory mathematics courses;
- g. more efficient use of resources devoted to remediation reduction activities;
- h. more efficient use of resources devoted to college preparatory instruction.

## Remediation Reduction Strategies

	Strategy/Reduction Mechanism	In Place	Ongoing Effort	Under Development	Dependent Upon New Funds
1	Exchange of student performance information <ul style="list-style-type: none"> <li>◆ Report of High School Students Needing College Preparatory Instruction</li> <li>◆ GED Test Results</li> <li>◆ Placement Test Results</li> <li>◆ Dual Enrollment Midterm and Final Grades</li> <li>◆ Dual Enrollment Waivers by School</li> <li>◆</li> </ul>	 √ √ √ √	 √ √ √ √	 √	
2	Early placement testing in the High School Setting	√	√		
3	Periodic Meetings Between NWFSC Student Services Staff and High School Counselors	√	√		
4	Regular Meetings of Articulation Committee (including discussion of performance data and remediation issues as agenda items)	√	√		
5	Problem Analysis and Discussion by the NWFSC Prep Task Force	√	√		
6	Problem Analysis and Discussion at School District Administrative Meetings	√	√		
7	NWFSC Representation at School District Meetings with related agenda items	√	√		
8	Increased Access to early placement	√	√ (in part)		
9	Incorporation of FCAT Performance Data into Remediation Reduction Planning	√	√		
10	Faculty-to-Faculty Meetings (College to High School) in Mathematics	√	√		
11	Faculty-to-Faculty Meetings (College to High School) in Communications	√	√		
12	Designation of Remediation Issue Contact Persons at NWFSC and High Schools	√	√		
13					
14	Participation in Assistance Plus (A+) Program???	√	√		
15	Faculty workshops in subject and teaching skills provided by the college	√	√		

## **Evaluation and Analysis**

### A. Analysis of Current Problems and Reduction Strategies

Current problems and reduction strategies will be reviewed on an as-needed basis by faculty and staff at the school districts and at the college. Issues and information resulting from those reviews, as well as additional committee observations and discussion of various student performance data, will be addressed throughout the year as a recurring agenda item for the Articulation Committee. At least once per academic year, the Articulation Committee will prepare a summary of this analysis for inclusion in the annual evaluation. (See item "D" below.)

### B. Analysis of Remediation Costs

The college will share appropriate state reports on the cost of college preparatory instruction with the Articulation Committee.

### C. Analysis of Remediation Reduction Strategies

The Dual Enrollment Coordinator at NWFSC, in consultation with the appropriate school district personnel, will complete an annual analysis of the remediation reduction strategies implemented as part of this plan. The analysis, which will include a summary of available data on activities, participation rates, participant feedback, and costs, will be included in the annual evaluation. (See item "D" below.)

### D. Evaluation of Effectiveness of Remediation Reduction Strategies

The Articulation Committee will conduct a periodic annual evaluation of the effectiveness of the remediation reduction strategies. Typically, the evaluation will incorporate student performance data, faculty and staff observations, participant feedback, and related information. Evaluation reports, which includes the following components: 1) an assessment of the degree to which each of the anticipated outcomes listed under the "Goals and Outcomes" section were accomplished; 2) summaries of items "A", "B", and "C", above; 3) recommendations regarding future remediation activities and issues, will be presented to the District Superintendents and the President of the College.

## APPENDIX D

### JUMP START (TECH PREP) PROGRAM ARTICULATION

“Jump Start a College Career” is the name applied to the Tech Prep articulation program between Northwest Florida State College and the Okaloosa and Walton School Districts. Jump Start is designed to give students who have participated in Tech Prep career/technical programs at the high school level the opportunity to apply skills acquired through those programs in partial fulfillment of a certificate and/or two-year degree program at NWFSC. Jump Start is especially helpful for students who have completed career academies through instruction that was not completed as part of a dual enrollment program. Details regarding college credit available for selected high school courses and industry certifications are available at the college.

#### I. STUDENT ELIGIBILITY CRITERIA

- A. The student must possess a standard high school diploma.
- B. The student must present documentation of Tech Prep status through the school district.
- C. The request for the award of credit through Tech Prep must be presented within two years of high school completion. Exceptions may be granted by the college on an individual basis if the student has been working in the field, has maintained skills through certification or other education, or presents other similar circumstances.
- D. Students who have earned college or vocational credit for a given skill set or high school program/course cannot also be awarded credits through Tech Prep for the same skills/instruction. That is credit awarded for Tech Prep may not supplant other credit.
- E. The student must meet all other applicable NWFSC admission requirements.

#### II. AWARD OF CREDITS

- A. Award of credits is based on attainment of competencies.
- B. High school credits eligible for college or vocational credit through Tech Prep shall be identified by the appropriate NWFSC department/faculty members in consultation with school district personnel as needed, approved by the NWFSC Curriculum Committee, and maintained by the NWFSC Office of Instruction in the *NWSC Tech Prep Articulation Guide*.
- C. The *NWSC Tech Prep Articulation Guide* shall be reviewed by the District Articulation Committee and referenced in the Inter-District Articulation Agreement. Updates to the

*Guide* will be circulated to the Committee members and will be effective upon the date indicated in the *Guide*.

- D. Only PSV, PSAV, and selected A & P course credits may be awarded through the Tech Prep process. College preparatory and general education courses are not eligible for credit through Tech Prep.
- E. In general, credits awarded through Tech Prep will be at the freshman level.
- F. Credits awarded through the Tech Prep process may be articulated into vocational credit (career/technical) certificates, college credit certificates, applied technology diplomas (ATD), associate of applied science degrees (AAS), and associate of science degrees (AS); credits may also be applied to the associate of arts degree (AA) on a selected basis.
- G. While certain credits awarded through Tech Prep may be applicable to limited admission programs at NWFSC, award of those credits does not guarantee or accelerate a student's acceptance into those programs.
- H. College or vocational (career/technical) credits awarded through Tech Prep shall carry the grade of "P" (passing) and shall not be counted in the student's college GPA. Courses earned through Tech Prep will, however, count toward completion of applicable certificate/degree programs.
- I. College or vocational credits awarded through Tech Prep shall be held in "escrow" until the student has successfully completed nine (9) credits at NWFSC. The credits to be counted in meeting this requirement may be vocational, college prep, vocational prep, or college credit and may be earned through dual enrollment or traditional enrollment at NWFSC.

### III. DOCUMENTATION AND ASSESSMENT OF COURSE COMPETENCIES

- A. High school instruction eligible for college or vocational credit through Tech Prep shall be classified in one of the following categories.
  - 1. **Direct Articulation** – High school courses with skill content equivalent to at least 85% of the skill content in the college or vocational credit course, with assessment procedures equivalent to those applied in the college course, and for which the original instruction was provided by faculty members possessing qualifications equivalent to the minimum qualifications required of the college instructors providing comparable instruction.

A minimum grade of "C" is required for a direct articulation course.

Direct articulation will be determined on a competency level, not on a contact hour basis.
  - 2. **Contingent Articulation** – High school courses which do not completely satisfy the conditions of direct articulation, but which are generally skill-based and entry-level in the college curriculum.

Credits for courses in this category are awarded contingent on a supplementary evaluation or upon provision of additional evidence of student mastery.

Examples of such activities include the following:

    - Minimum grade in a subsequent course
    - Demonstration of applied skills
    - Review of student portfolio containing high school course work

- Successful completion of an independent assignment(s) covering missing skills/content
  - Completion of online review materials in selected content/skill areas
  - Successful completion of a teacher made quiz/exam on selected skills/content
3. **Articulation by Assessment** – High school courses which may articulate to college level courses with significant theory content, Advanced & Professional courses, or courses for which the high school faculty member may not meet appropriate minimum educational qualifications (see item II(A)(1).)

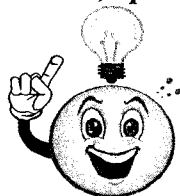
Credits for courses in this category are awarded only after verification by a formal assessment process. Examples of formal assessment include the following:

- Written examination evaluating theory/skill competency
- Portfolio assessment (work completed at the high school)
- Oral examination/presentation/interview
- Demonstration of applied skills

4. **Articulation by Certification** – High school level instruction which is validated through successful completion of a national certification examination(s).

Credit for courses in this category are awarded upon provision of official documentation from the testing agency certifying passing a score on the applicable certification exam(s).

*9/98; updated 7/00; updated 5/2/07; edited 5/7/07; minor edits 9/2/08*



## JUMP START YOUR COLLEGE CAREER!

### ARTICULATION OF HIGH SCHOOL CAREER ACADEMY COURSES AND INDUSTRY

#### CERTIFICATIONS TO NORTHWEST FLORIDA STATE COLLEGE CURRICULA

“Jump Start a College Career” is the name applied to the Tech Prep and Industry Certification articulation program between Northwest Florida State College, the Okaloosa and Walton School Districts and all students who meet the General Provisions of the agreement; obtain Industry Certifications; and/ or complete the high school coursework/competencies as listed in the matrix. Students who have participated in Tech Prep or other career/technical programs, courses and/or career academies at the high school level have the opportunity to apply skills acquired through those programs in partial fulfillment of a certificate and/or two-year degree program at NWFSC. Jump Start is especially helpful for students who have completed career academies and other coursework that was part of a dual enrollment program.

#### **General Provisions**

The following provisions apply to the articulation of high school coursework/competencies and/or industry certifications to college credits at NWFSC.

1. Students must have a standard high school diploma or GED to qualify and be fully admitted to NWFSC.
2. Only career/technical, postsecondary vocational and selected advanced and professional course credits may be awarded through this plan. College preparatory and general education courses are not available under this plan.
3. Credits granted under this system may be used to meet certificate/degree requirements in any applicable NWFSC program of study, but the college will award the certificate or degree only if at least 25% of the core curriculum is completed at NWFSC.
4. Students must initiate the articulation request within two years of graduation from high school or completion of the high school course work or within two years of date of certification. Exceptions may be granted on a case-by-case basis if the student has been working in the field, maintained skills through certification or additional education, or presents other similar justification.
5. Credits awarded through this articulation plan will not appear on the student's college transcript until he/she has successfully completed at least fifteen credits of coursework at NWFSC. For purposes of meeting this requirement, the fifteen credits may be earned through dual enrollment or traditional enrollment and may be career/technical credits, college preparatory credits, or college credits.
6. Credits awarded through this plan will appear on the student's college transcript with a grade of "P" (passing) and will not be counted in the computation of the student's GPA, regardless of the grade earned in the high school course and/or the score earned on the certification exam.
7. The award of credits based upon industry certification will be made only after receipt of official documentation of the certification via the certifying agency or testing vendor.
8. The award of credits based upon high school coursework requires that the student earn a minimum grade of "C" in the applicable course(s). In some cases, a higher grade and/or additional verification of skills may be required.
9. Not more than thirty (30) credits will be awarded to an individual student through this plan.
  
10. Where multiple course options exist for the award of college credits, the student must choose among the college courses and cannot receive credit for multiple college courses.
11. Technical elective credits (NGE/OCC designation) may be used to meet certificate, AAS and/or AS degree programs as appropriate, but are generally not transferable and cannot be used to meet AA graduation requirements.
12. Students who receive college credits for courses that are part of a limited access program (e.g. EMT, paramedic, dental assisting, etc.) will not automatically be admitted to the program. Award of such credits does not accelerate or guarantee admission to limited access programs. In such cases, students must meet all the eligibility requirements for the program, as well as go through the full application and selection process for the program.



If selected for admission to the program, the courses earned through this articulation will apply to program completion as appropriate.

*Note: This document should be used as an articulation guide, as equivalencies, course numbers and program requirements may be updated throughout the year. State articulation rulings and accreditation standards may supersede these guidelines. Final decisions regarding the award of credits and the recording of credits on the student's transcript rest with the Dean, Enrollment Services/College Registrar. Other applicable policies associated with transfer credits and external credits appear in the NWFSC Catalog and Students Handbook. To avoid confusion, students should consult with an NWFSC advisor.*

High School Course(s) or Certification	Credit Available at NWFSC	Additional Comments
<b>ADOBE CERTIFICATIONS</b>		
<b>Adobe Certified Expert/Professional – Print Specialist</b>	GRA 2190C Graphic Design I (3 credits) and Technical elective (NGE/OCC)– 3 credits	a) Credits awarded are based upon certification exam content as of 2011.  b) Student must provide documentation of official scores.  c) Students should be aware that certification examinations validate technical skills, but not creative skills. Success in subsequent college classes is heavily dependent on the creative aspects of applying the technical skills.
<b>Adobe Certified Expert/Professional – Web Specialist</b>	GRA 2142C Web Design I (4 credits) Student may elect to receive credit in CGS 2820 Web/html instead of GRA 2142C	
<b>Adobe Certified Expert/Professional – Video Specialist</b>	GRA2140C Multimedia I (4 credits)	
<b>Adobe Certified Associate – “InDesign”</b>	GRA 2190C Graphic Design I (3 credits)	
<b>Adobe Certified Associate – “Photoshop”</b>	ART 2602C Digital Imaging I (4 credits)	
<b>Adobe Certified Associate – “Illustrator”</b>	GRA 1151C Illustration I (3 credits)	
<b>Adobe Certified Associate – “Dreamweaver” or “Flash”</b>	GRA 2142C Web Design I (4 credits)	

Health Science I (8417100)	Technical Electives – (NGE/OCC) 3 credits	a) Credits may be used as Technical Electives in the following Associate of Applied Science degree programs: <ul style="list-style-type: none"> <li>• Health Services Management, or</li> <li>• Office Administration – Medical Office Administration Option</li> </ul> b) Credits may be used as Technical Electives in the following College Credit Certificate program: <ul style="list-style-type: none"> <li>• Medical Office Management</li> </ul>
Health Science II (8417110)	Technical Electives – (NGE/OCC) 3 credits	
Allied Health Assisting III (8417131)	Technical Electives – (NGE/OCC) 3 credits	

**BUILDING CONSTRUCTION COURSES *OR* NCCER CERTIFICATION**

**Students may receive credit through either presentation of NCCER Certification or completion of selected high school classes; however, students who present both coursework and certification will not receive additional credits.**

<b>Construction Management Academy Courses:</b> a) Constructional Technology I (8600710) b) Construction Technology II (800720)	BCN 1230 Building Construction Materials and Processes (3 credits) BCN 1520 Electrical Systems in Construction (3 credits) BCN 1567 Plumbing and as Construction Practices (3 credits)	a) High school courses must use NCCER Curriculum b) Student must provide official documentation of NCCER certification if seeking credit via certification. c) Students who complete all four courses (86600710, 800720, 8600730, and 8601900) may also receive credit for selected drafting and design courses contingent on demonstration of skills indicating the likelihood of success in subsequent drafting and design courses. d) Students may be required to successfully complete a demonstration of skills and a faculty interview to further validate competencies and theoretical background prior to granting credit. In certain cases credit may be granted contingent on successful completion of subsequent coursework in the subject area.
e) Construction Technology III (8600730)	BCN 1272 Blueprint Reading for Commercial Construction (3 credits)	
d) Advanced Applications in Technology (8601900)	BCN 2721 Construction Management Planning (3 credits)	

<b>CISCO CERTIFICATION</b>		
CISCO CCENT Certification	CET 1600C Network Fundamentals (3 credits) CET 1610C Routing Protocols and Concepts (3 credits)	a) Student must provide official documentation of passing scores.
CISCO CCNA Certification	CET 2615C LAN Switching and Wireless(3 credits) CET 2620C Accessing the WAN (3 credits)	
<b>COMP TIA A+ CERTIFICATION</b>		
Comp TIA A+ Certification	CET 2171C PC Hardware A+ (3 credits) CET 2178C PC Operating Systems A+ (3 credits)	a) Student must provide official documentation of passing scores
Comp TIA Security+ Certification	CET 1660 – Introduction to Network Security (3 credits)	
Comp TIA Network + Certification	CTS2134 – Network Technology (3 credits)	
Comp TIA Linux + Certification	CTS1106 - Fundamentals of UNIX (3 credits) CTS2321 – UNIX Administration (3 credits)	
<b>COMPUTER SCIENCE/PROGRAMMING COURSES</b>		
Business Computer Programming 1 (8206010)	CIS 1000 Introduction to Computer Programming – 3 credits	a) Award of credit is subject to verification that software and/or programming languages covered in the high school course correspond to the college course.  b) Students may be required to successfully complete a demonstration of skills and a faculty interview to further validate competencies and theoretical background prior to granting credit. In certain
Business Computer Programming 2 (8206020)	COP 1006 Introduction to Programming Concepts and Logic – 3 credits	
Business Computer Programming 3 (8206030)	COP 2010 Visual Basic Programming – 3 credits	
Business Computer Programming 4 (8206040)	COP 2360 Programming in C# -- 3 credits	

		cases credit may be granted contingent on successful completion of subsequent coursework in the subject/skill area.
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<b>DRAFTING AND DESIGN COURSES</b>		
<b>Drafting and Design Courses :</b>		
a) Drafting/Illustrative Design Technology I (8600810)	ETD 1100 Introduction to Technical Drawing (3 credits)	a) Students who complete all three high school courses (8600810, 8600820, and 8600830) may also receive credit for selected drafting and design courses contingent on demonstration of skills indicating the likelihood of success in subsequent drafting and design courses.
b) Drafting/Illustrative Design Technology II (8600820)	EGS 1110C Engineering Graphics (3 credits)	b) Students may be required to successfully complete a demonstration of skills and a faculty interview to further validate competencies and theoretical background prior to granting credit. In certain cases credit may be granted contingent on successful completion of subsequent coursework in the subject area.
c) Drafting/Illustrative Design Technology III (8600830)	Technical elective (NGE/OCC)– 3 credits OR Students pursuing Architectural Design and Construction Technology degree may receive credit for BCN 1230 Building Materials (3 credits)	
<b>EARLY CHILDHOOD EDUCATION COURSES</b>		
Early Childhood Education I(8503211)  <u>AND</u> Early Childhood Education II(8503212)  <u>AND</u> Early Childhood Education III(8503213)	CHD 2322 Programs for Young Children – 3 credits  CHD 1941 Child Development Internship – 3 Credits  CHD 1941 Child Development Internship – 3 credits	a) Students must complete all three high school courses with a grade of “C” or better to receive any college credit.  b) CHD 1941 may be taken up to three times for credit toward program completion; two of those three opportunities are used in this articulation; students will receive a

		maximum of six (6) credits two enrollments) in CHD 1941 through this articulation.
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<b>ENGINEERING TECHNOLOGY COURSES</b>		
Engineering Technology I (8600570)	Technical Electives – (NGE/OCC) 3 credits	a) Students who complete all three high school courses (8600570, 8600670, and 8601770) may receive credit for selected drafting and design, manufacturing, or architecture and construction courses contingent on demonstration of skills indicating the likelihood of success in subsequent courses.
Engineering Technology II (8600670)	Technical Electives – (NGE/OCC) 3 credits	
Engineering Technology II (8601770)	Technical Electives – (NGE/OCC) 3 credits	
Advanced Applications in Technology (8601900)	Technical Electives – (NGE/OCC) 3 credits	b) Students will be required to successfully complete a demonstration of skills and a faculty interview to further validate competencies and theoretical background prior to granting credit. In certain cases credit may be granted contingent on successful completion of subsequent coursework in the subject area.
<b>IC3 CERTIFICATION</b>		
IC3 Computing Fundamentals	No credit available	
IC3 Computing Fundamentals  IC3 Key Applications	OST 1107 Word Processing I (3 credits)  <b>OR</b>  Technical Elective (NGE/OCC -- 3 credits)	a) Student must provide official documentation of the passing scores on <u>both</u> exams  b) Note that OST 1107 is not transferable and is applicable only to the AS or AAS programs; it cannot be used to meet AA degree requirements

<p>IC3 Computing Fundamentals</p> <p>IC3 Key Applications</p> <p>IC3 Living Online</p>	<p>OST 1107 Word Processing I (3 credits)</p> <p><b>and</b></p> <p>Technical elective (NGE/OCC)– 3 credits</p>	<p>c) Student must provide official documentation of the passing scores on all three exams</p> <p>d) Note that OST 1107 is not transferable and is applicable only to the AS or AAS programs; it cannot be used to meet AA degree requirements</p>
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<b>MICROSOFT OFFICE CERTIFICATION</b>		
<b>Microsoft Office Certification</b>  Word Certification and Excel Certification  AND At least one of the following certifications: PowerPoint Certification Or Access Database Certification Or Outlook Certification	CGS 1100 Microcomputer Applications (3 credits)	a) Student must provide official documentation of passing scores
<b>MICROSOFT MCITP CERTIFICATION</b>		
MCITP:EA Certification	CTS 2163C – Win 7 Client Operating system (3 credits) CTS 1347C – Win Server 2008 Network Infrastructure (3 credits) CTS2302C – Win Server 2008 Active Directory (3 credits) CTS2343C – Win Server Applications Infrastructure (3 credits) CTS2342C – Win Server 2008 Enterprise Administrator (3 credits)	a) Student must provide official documentation of passing scores
MCITP:SA Certification	CTS 1347C – Win Server 2008 Network Infrastructure (3 credits) CTS2302C – Win Server 2008 Active Directory (3 credits) CTS2346C – Win Server 2008 Server Administrator (3 credits)	
MCITP: Enterprise Support Technician Certification	CTS 2163C – Win 7 Client Operating system (3 credits) CTS1156 – Desktop Support (3 credits)	

<b>NETWORKING COURSES</b>		
<b>CISCO Networking Courses</b> Course(s): Network 1 (88207020)	CET 2171C PC Hardware A+ (3 credits) CET 2178C PC Operating Systems A+ (3 credits)	a) Credit is subject to verification that actual course content confirms to CISCO curriculum requirements.  b) Students may be required to successfully complete a demonstration of skills and a faculty interview to further validate competencies and theoretical background prior to granting credit. In certain cases credit may be granted contingent on successful completion of subsequent coursework in the subject area.
<b>CISCO Networking Courses</b> Course(s): Network 2 (8207030)  Network 3 (8207040)  Network 4 (8207050)	CET 1600C Network Fundamentals (3 credits) CET 1610C Routing Protocols and Concepts (3 credits) CET 2615C LAN Switching and Wireless(3 credits) CET 2620C Accessing the WAN (3 credits)	
<b>PUBLIC SAFETY/CRIMINAL JUSTICE COURSES</b>		
Crime Scene Technology 1 (8918010)	Technical Electives – (NGE/OCC) 3 credits	a) Credits may be used as Technical Electives in the following Associate of Applied Science degree programs:  • Criminal Justice Technology, or  • Emergency Administration and Management
Crime Scene Technology 2 (8918020)	Technical Electives – (NGE/OCC) 3 credits	
Crime Scene Technology 3 (8918030)	Technical Electives – (NGE/OCC) 3 credits	

<b>WEB and GRAPHICS DESIGN COURSES</b>		
<p><b>CHOICE Package I: Web Design Academy</b> Courses:</p> <ul style="list-style-type: none"> <li>▪ Web Design I (8207110) and</li> <li>▪ Web Design II (8207120)</li> </ul>	<p>GRA 2142C Web Design I -- 4 credits)</p>	<p>a) Students may be required to successfully complete a demonstration of skills and a faculty interview to further validate competencies and theoretical background prior to granting credit. In certain cases credit may be granted contingent on successful completion of subsequent coursework in the subject area.</p>
<p><b>CHOICE Package I: Web Design Academy</b> Courses:</p> <ul style="list-style-type: none"> <li>a) Web Design I (8207110)</li> <li>b) Web Design II (8207120)</li> <li>c) Web Design III (8207130)</li> <li>and</li> <li>d) Web Design IV (8207140)</li> </ul>	<p>GRA 2142C Web Design I (4 credits) GRA 2143C Web Design II (4 credits)</p>	<p>a) Credit for GRA 2143C will be awarded if the student has also earned a grade of “B” or higher in high school courses Web Design III and IV and successfully completes an interview with the NWFSC Graphics Arts faculty, which may include a demonstration by the student and/or review of the student’s design work. b) Students may be required to successfully complete a demonstration of skills and a faculty interview to further validate competencies and theoretical background prior to granting credit. In certain cases credit may be granted contingent on successful completion of subsequent coursework in the subject area.</p>
<p><b>CHOICE Package II</b></p>		<p>a) Students may be required to</p>

<p><b>New Media Technology Academy</b>  <b>Courses:</b>  a) New Media and Digital Imaging (8207410)  b) Digital Design I (8209510)</p>	<p>GRA 2190C Graphic Design I ( 3 credits)</p>	<p>successfully complete a demonstration of skills and</p> <p>a</p> <p>faculty interview to further validate competencies and theoretical background</p> <p>prior to</p> <p>granting credit. In certain cases</p> <p>credit may be granted contingent on successful completion of subsequent coursework in the subject area.</p>
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*10/5/07 Draft; Updated Draft 11/1/07; Updated 1/8/08; updated 3/7/08; updated 3/31/08; updated 4/30/08; updated 5/21/08; updated 7/1/08; updated 7/21/08; updated 7/23/08; updated 10/08; updated 7/12/2013 reformatted 7/12/2013*