

# DUAL ENROLLMENT AGREEMENT

Indian River

secondary vocational courses to eligible high school students as provided in the Dual Enrollment Agreement. Stipulations regarding course content, program requirements, student evaluation, faculty credentials, college environment, and strategic planning for Dual Enrollment courses are covered in SBE Rule 6A-14.064 adopted by the State Board of Education and included within this Agreement, along with the IRSC Dual Enrollment Course list website link.

<https://www.irsc.edu/programs/dual-enrollment-for-high-school-students.html>

Student Records: The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22, F.S., and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, F.S., and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, the length of retention, and security of student records. The Private School may provide 9<sup>th</sup>-12<sup>th</sup> directory information to IRSC for the purpose of providing Dual Enrollment marketing information to prospective/current Dual Enrollment students.

Eligibility and Access :

1. Students must be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or a home education program.
2. Students must have a 3.0 unweigh8 (i)1a /Styl5dr(f)-8 72 486.72 n72 486. 2. udw 7.73 00





11. Students must receive approval from their high school guidance counselor for registered courses.
12. If applicable, students must complete course registration forms (IRSC 68) with all appropriate signatures.
13. Students who are scheduled to graduate from high school prior to the completion of a Dual Enrollment course, are not eligible to participate in the Dual Enrollment program.
14. Students who have met high school graduation requirements or all requirements for an Associate's degree are no longer eligible to participate in the Dual Enrollment Program. Students who would like to further their education at IRSC may apply after their high school graduation.
15. Students must meet any additional eligibility criteria specified by the postsecondary institution in the Dual Enrollment Articulation Agreement.
16. Students may not have been recommended for expulsion or expelled from a secondary school where the student attends or attended. Students who are enrolled in dual enrollment course(s) prior to being recommended for expulsion or being expelled may be permitted to finish the course(s) that they are already enrolled in, but they may not be permitted to enroll in or register for the additional course(s).
17. IRSC and the Trustees have the sole and absolute decision to permit or deny the enrollment of any student recommended in accordance with paragraph 14 above or who is not otherwise eligible for enrollment in Dual Enrollment. Further, IRSC or the Trustees may require additional information from a student and/or the DISTRICT to assist in making any such determination.

#### Course Lists and Credit :

1. Any college credit course comprising 3 credits or higher and/or any vocational clock hour course comprising 75 hours or higher that is listed in the State Common Course Numbering System (SCNS) for postsecondary credit can be considered for Dual Enrollment.
2. Students should not enroll in courses that are less than three (3) credit hours or not on the Approved Dual Enrollment list. Such courses are not a part of the Dual Enrollment Program. This does not apply to one (1) credit hour lab courses that are required co-requisites to a Dual Enrollment approved three (3) credit hour course. Students who need less than three (3) credit hours to graduate with an Associate's degree should consult with their advisor for options to complete. Recommendations outside of the Dual Enrollment program must be approved by a campus IRSC Dual Enrollment Official.
3. Courses that meet high school graduation requirements are listed in the DUAL ENROLLMENT COURSE EQUIVALENCY LIST.
4. All high schools shall accept these postsecondary courses toward meeting the requirements of Section 1003.43, F.S.
5. Physical Education, College Preparatory courses, and private music lessons are excluded from this Agreement. Any changes necessary during the academic year will be mutually agreed upon by the articulation representatives of Indian River State College and the Private School.



- b. Students must be in 11th or 12th grade.
- c. Students must demonstrate college readiness on Common Placement Exams or Alternative Placement Exams as provided under SBE Rule 6A-10.0315.
- d. Students must have a minimum of a 3.0 unweighted GPA.
- e.

Course Number	Course Title	College Credits
SLS1101	Student Success	3
SLS1261	Essentials to Contemporary Leadership	3
GEB1011	Introduction to Business	3
MAN2021	Principles of Management	3
DIG1115	Digital Imaging Fundamentals with Photoshop	3
DIG2030	Digital Video Fundamentals	3
GRA2160	Digital Animation I	3
HUM1020	Intro to Humanities	3
BSC1005	Life Science	3
SLS1261	Essentials to Contemporary Leadership	3

3. Employment Ready Dual Enrollment - The Employment Ready Dual Enrollment Program is for high school students who would like to develop technical skills with an emphasis on 21st Century employment opportunities. Students may pursue approved Associate in Science (AS) degrees. Employment Ready Dual Enrollment processes are the same as those for Dual Enrollment with the following eligibility requirements.

Student Eligibility and Access:

- a. Students must be in 10<sup>th</sup>, 11th or 12th grade.
- b. Students must demonstrate college readiness via a common or alternative placement exam to participate in college related courses.
- c. Students may participate with a minimum of a 2.5 unweighted GPA and has



## Exceptions

1. In Private Schools where exceptions are allowed, a Private School Dual Enrollment Official must complete and submit the Dual Enrollment Exceptions Request form with supporting documentation for the request to an IRSC Dual Enrollment Official. The Dual Enrollment Exceptions Request must be approved by the IRSC Dual Enrollment Official for the student to be allowed to participate in dual enrollment.
2. Private Schools are not required to allow exceptions. Students should consult with their high school counselor for the Private School's policies for exceptions.
3. Exceptions to the GPA requirement may be considered upon written documentation and approval from a Private School Official and a college approved representative.
4. Decisions for GPA exceptions will be based on high school justification, the academic rigor of the course, placement scores, and another academic history.
5. Exceptions are not allowed for Special Programs.
6. An Associate degree or certification is not guaranteed in the Dual Enrollment program, but exceptions to the 60-credit maximum rule may be considered at the request of the Private School Official for students pursuing their Associate degree or certificate. Course(s) requested must be creditable toward high school completion and Associate degree or certificate.

## Summer Enrollment:

1. Students are recommended to enroll in a maximum of 12 credits over the Summer.
2. Students who were unsuccessful in a course in the Fall or Spring semester may retake the course during the Summer sessions at no cost, but must have approval from their high school counselor and they must meet with their IRSC advisor prior to taking the course.

## Student Support :

1. IRSC staff members and High school counselors and will work together to ensure that each student meets the academic eligibility requirements for Dual Enrollment courses.
2. High school guidance counselors are responsible for assisting the student to identify college courses that also meet high school graduation requirements; see Dual Enrollment Course Offerings on the IRSC Dual Enrollment Page at the college website: [ig](#)

- e. Provide Dual Enrollment students with the use of all of IRSC's academic support resources. Students are encouraged to utilize services such as Career and Transfer Services, Academic Support Centers, and Libraries. Students may also access the IRSC website for detailed information on degrees, programs, and resources.

4. Indian River State College provides reasonable accommodations to students

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f Electronic notification of student withdrawals and drops from IRSC Dual Enrollment classes.

### Grades

1. A Letter grade of a “D” may not always count as successful completion pursuant to state rule SBE Rule 6A-10.030 F.A.C.
2. All grades are calculated into students’ GPA and will appear on his/her college



- c. To participate and contribute to class discussions and activities to the best of his or her ability;
- d. To make responsible use of all College facilities and equipment including electronic communications with faculty, staff, and other students;
- e. To demonstrate respect towards other students, faculty, staff, administrators, and other persons employed by the College;
- f. To respect instructor grading policies and to adhere

6. In addition to the TRUSTEE's and IRSC's Standards of Conduct, Students shall remain bound and subject to any DISTRICT or secondary school rules, regulations, and responsibilities while the student is enrolled in dual enrollment coursework.

Instructional Quality and Evaluation :

1. The Trustees shall accept the responsibility for all courses and certification of faculty as prescribed in SBE Rule 6A-14.064 Credit Dual Enrollment.
2. In all cases, faculty must meet IRSC faculty credentialing criteria. These IRSC criteria apply to all faculty teaching post-secondary courses regardless of the physical location of the course being taught.
  - a. IRSC at the request of the high school principal/designee will work together to identify teachers for Dual Enrollment courses.
  - b. The adjunct faculty certification process must be completed by August 1st to be eligible to teach for the Fall Semester and by November 1st to be eligible for the Spring Semester.
  - c. Each prospective teacher must complete the steps of the adjunct faculty certification process. High School /Lbl- 1s2 (t)2 (i) (ug)10 (us)(et)2 (e t)12 (h)10 (e

12. All adjunct faculty teaching Dual Enrollment courses shall be provided with electronic access to the IRSC Adjunct Faculty Handbook and IRSC Student Handbook.

### High School Site Course Offerings

1. Service region public schools may be approved to offer up to four (4) dual enrollment courses at high school sites within an academic year. Each approved course will be assigned to the high school location for a period of 4 years from the date that the course was originally approved.
2. To request a course to be offered on an approved site, a School Designee must complete and submit the Dual Enrollment High School Course Request Form to Indian River State College. The request will be forwarded to the appropriate Instructional Dean for review.
3. Specific courses that may be offered at a site are those that were approved within the 2021-2022 academic year. Any changes require administrative approval in advance by the Chief Academic Officer.
4. Each additional course must be approved to ensure that sites do not exceed course and section limits.
5. The deadline for Fall semester course requests shall be the April 1st before that semester and the deadline for Spring semester course requests shall be the September 1st before that semester. Requests must be submitted prior to the College's scheduled deadlines.
6. Courses taught on an IRSC approved secondary school campus, by one of the high school's regular teachers who have been interviewed by, certified by, and approved by Indian River State College must adhere to the College's rules, regulations, policies, and practices in the same manner as any other IRSC adjunct faculty member. This includes attending an annual meeting, using the departmentally selected learning resources, curriculum, learning outcomes assessments, Learning Management Systems (LMS), and all other requirements as specified by the College.
7. Classes offered in a high school setting will maintain a collegial atmosphere with minimum interruptions in instructional time as established by SBE Rule 6A-14.064.
8. Classes held at the high school sites will be offered in accordance with Indian River State College's academic calendar and will start and end within the academic period.
9. Secondary schools that do not have a signed Dual Enrollment agreement with Indian River State College cannot offer a Dual Enrollment course(s)/lab. Students enrolled in such classes/labs will not receive credit from IRSC.
10. When Dual Enrollment instruction is provided on the high school site by an Indian River State College faculty member, the Private school shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the college to provide the instruction. Online Dual Enrollment courses which are taught by an Indian River State College faculty member are subject to this provision.









This agreement may be signed in separate parts.

IN WITNESS WHEREOF, the parties have caused this instrument to be signed in their respective names by their proper official, under these official seals, the day and year written below:

THE DISTRICT BOARD OF TRUSTEES  
Indian River State College

OLIVET PRIVATE SCHOOL

\_\_\_\_\_  
Anthony D. George Jr., Chair

\_\_\_\_\_  
Christina Cunningham, Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Timothy Moore, Ph.D., President