DUAL ENROLLMENT AGREEMENT
Indian River State College
And
Martin County School District

Whereas, Section 1007.271, Florida Statutes, requires state colleges and school districts to develop comprehensive inter-institutional articulation agreements, the District Board of Trustees for Indian River State College, hereinafter referred to as the TRUSTEES, and the Martin County School Board, hereinafter referred to as the BOARD, have made the following determinations:

A) Terms of this Agreement shall commence July 1, 2012 and end June 30, 2013 unless terminated as hereinafter provided.

B) Annual meetings shall take place between representatives from both institutions to review this Agreement to assure both parties that it continues to serve their mutual interests and provide student opportunities.

C) Either party shall have the right to terminate this Agreement by delivery of written notice to the other party not less than ninety (90) days prior to the effective date of said termination.

D) The parties through this Agreement recognize that as provided under Section 1007.271, F.S., SBE Rule 6A-14.064, and HB 7059, accelerated mechanisms such as Dual Enrollment/Early College and advanced (college-level) instructional programs for qualified students from the School District enhance learning opportunities and are required to be made available for those students.

E) The parties will adopt an Agreement as provided in Section 1007.271, F.S., SBE Rule 6A-14.064, and HB 7059 including:

1. College Credit Dual Enrollment
2. Vocational Credit Dual Enrollment
3. College Credit Early Admission
4. Vocational Credit Early Admission

NOW, THEREFORE, the parties agree as follows:

ARTICLE I. Ratification of Existing Agreements: All existing agreements between the TRUSTEES and the BOARD are hereby modified to conform with the terms of this agreement and the appendices of this document.
ARTICLE II. Program Description: In accordance with Section 1007.271, F.S., SBE Rule 6A-14.064, and HB 7509, the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward both high school completion and a career certificate or an associate degree. Dual enrollment, an articulated accelerated mechanism offered jointly by the TRUSTEES and the BOARD, shall broaden the scope of curricular options available to students and increase the depth of study available for a particular subject by offering college credit and post-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 the SBE Ruled 6A-14.064 rules adopted May 18, 2010 by the State Board of Education and included as an appendix to this Agreement, along with the IRSC Dual Enrollment Course list website link.

Section 1007.271, F.S. requires school districts to "weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation, weighting systems that discriminate against dual enrollment courses are prohibited."

Course Lists: 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. Courses that meet high school graduation requirements are listed in the DUAL ENROLLMENT COURSE EQUIVALENCY LIST. All high schools shall accept these postsecondary courses toward meeting the requirements of Section 1003.43, F.S.

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 School District. Approval of courses for dual enrollment does not guarantee applicability toward satisfaction of eligibility requirements for Florida Bright Futures scholarships. Those requirements should be checked with the Bright Futures Office.

Course Credit: According to Section 1107.271 (2), F.S., students who are eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer. Students who complete a three (3), four (4), or five (5) credit dual enrollment course at IRSC with a passing grade will earn at least one-half (1/2) credit in the designated subject towards the high school diploma unless
credit is otherwise assigned by the DUAL ENROLLMENT EQUIVALENCY LIST.

College Guidance:
1) Dual enrollment students will be assigned an IRSC advisor during their first term of enrollment. They will meet with their advisor to create an advising plan based upon their academic and career goals. This plan will then be used by the student and the high school counselor in subsequent semesters to determine appropriate dual enrollment courses to be taken.
2) Dual enrollment students will be able to access their educational plan online via the IRSC website where it can be utilized to search for available classes each semester.
3) This plan will ensure that dual enrollment students remain “on-track” for a college degree as well as high school graduation.
4) Dual enrollment students complete the registration process by selecting appropriate college classes, in consultation with their high school counselor and their assigned college advisor, based upon their individualized advising plan. Upon selection of the classes, they may register online, and submit the Dual Enrollment Registration Form (IRSC68) with appropriate signatures to any IRSC campus. Submission of this form ensures that all fees for approved courses are exempted.
5) IRSC provides high school counselors with online access to:
   - The student’s advising plan
   - Transcript of grades
   - Student degree audit, test scores and placement values
   - Academic planning comments
   - Student class schedule
   - Email links to the student’s IRSC counselor/advisor
   - Electronic notification of student withdrawals and drops from IRSC Dual Enrollment classes.

Notice to Participate: Students, parents, and school counselors will be notified by IRSC on the opportunities to participate in Dual Enrollment classes by:

1) Providing information sessions to be held at all IRSC campuses during the Spring Semester of each academic year.
2) The Office of Enrollment Management at IRSC, local Provost, or other IRSC representatives visiting each high school to provide enrollment support and information to the high school guidance counselors.
3) Enrollment Management coordinating efforts to answer questions, provide materials, and direct inquiries from students and parents interested in dual enrollment.
4) Sending students and/or parents a letter informing them of the student options to participate in dual enrollment.
5) Hosting a guidance counselor conclave in the fall semester each year to update and inform area high school counselors of dual enrollment opportunities for students as well as other opportunities at IRSC.

**Student Eligibility:** High school students/parents interested in dual enrollment must fulfill the requirements to participate identified under Section 1007.231 (3), F.S. and SBE Rule 6A-14.064 and provided further, all eligible students:

1) Must be enrolled in grades 10, 11 or 12 in a Florida public secondary or in a Florida non-public secondary school which is in compliance with Section 1002.42 (2) or enrolled in home-education programs pursuant to Section 1002.01 (1).

2) Must hold a minimum of 3.0 unweighted GPA for college credit courses and a minimum of 2.0 unweighted GPA for technical education courses and/or Student Life Skills (SLS) courses. Recommended students with a GPA lower than the requirements above for dual enrollment may enroll pending documentation of approval from school district officials and the college administration.
   a. Exceptions to the GPA requirement may be granted by an IRSC Dean or Provost, upon the recommendation of the high school guidance counselor.
   b. Decision will be based on high school justification, academic rigor of the course, placement scores, and other academic history.

3) Must show college coursework readiness by successfully achieving the scores established by the Florida College System for placement into college-level math, reading, and English courses as stated in Section 1008.30, F.S. During the academic year of 2012/123 the state of Florida will use the new Postsecondary Education Readiness Test (PERT) exam instead of the College Placement Test (CPT).

4) May substitute the appropriate scores from a state-approved standardized test (ex. Enhanced ACT or SAT Recentered) to qualify for specific college credit dual enrollment courses.

5) Who have accumulated twelve (12) college credit hours and have not yet demonstrated proficiency in all of the basic competency areas of reading writing and mathematics must be advised in writing by the School District of the requirements for Associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.285 F.S.

6) Must complete dual enrollment application/permission forms with all appropriate signatures.

7) Must complete course registration forms with all appropriate signatures.

8) Must complete any applicable vocational assessment (i.e. TABE).
Student Support: High school counselors and IRSC educational service staff members will work together to ensure that each student meets the academic eligibility requirements for dual enrollment courses. High school guidance counselors are responsible for:

1) Assisting the student to identify college courses that also meet high school graduation requirements; see Dual Enrollment Course Offerings in the appendix of this Agreement.

IRSC Educational Services and advising staff will:

1) Make sure dual enrollment students are properly identified as such in the Mariner system.
2) Provide the school district with the student's grades at the end of the term electronically through the state FASTER system.
3) Provide Dual Enrollment students with the use of all of IRSC academic support resources. Students are encouraged to utilize services such as: Career Planning, Academic Support Centers (ASC), and Libraries.
4) Students may also access the IRSC website for detailed information on degrees, programs, and resources.

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(3)(d), 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, length of retention and security of student records.

Instructional Quality and Evaluation: The TRUSTEES shall accept the responsibility for all courses and certification of faculty as prescribed in SBE Rule 6A-14.064 (Appendix) and by the Southern Association of Colleges and Schools (SACS).

1) The President or designee, for the TRUSTEES, shall assign the instructors for all classes offered in accordance with this agreement.
2) If the parties agree to utilize instructors employed by the BOARD, those instructors shall meet the same IRSC certification qualifications for as other instructors employed by the TRUSTEES.
3) All instructors must be certified by the TRUSTEES.
4) A passing grade in a dual enrollment course indicates mastery of the performance standards for the course.
5) Those 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.
6) IRSC shall provide all instructors teaching dual enrollment courses with the approved course plans, objectives, competencies and final exams.
Completed, scored exams will be returned to IRSC and held on file for at least one (1) year.
7) All instructors teaching dual enrollment courses shall provide a copy of the course syllabus to the appropriate IRSC Department Chair prior to the start of each term.
8) All full-time and adjunct faculty teaching dual enrollment courses shall be provided with a copy of the IRSC Faculty or Adjunct Faculty Handbook and a copy of the IRSC Student Handbook.

Responsibilities:
1) Students enrolled in dual enrollment classes in accordance with this Agreement are exempt from payment of registration, matriculation, and laboratory fees.
2) Insurance fees will be paid by the student unless BOARD provides appropriate insurance for coverage.
3) Students and/or the BOARD are responsible for transportation to and from dual enrollment classes.
4) The President or designee, for the TRUSTEES, shall have the responsibility for selection of textbook and courses materials in accordance with this Agreement.
5) The BOARD is responsible for providing instructional materials used in courses offered in accordance with this Agreement. The President or designee, for the TRUSTEES, and the Superintendent or designee, for the BOARD, shall mutually approve and agree upon procedures and conditions for the purchase, resale, and any reimbursement for instructional materials.
6) All textbooks and reusable course materials become property of the BOARD at the end of the course and must be returned to the school by the student using the course materials.
7) The TRUSTEES shall pay for instructional time rendered by an instructor employed by the TRUSTEES and in accordance with the current AAUP contract.
8) The BOARD shall be responsible for payment of instructors employed by the BOARD for courses offered in accordance with this agreement.
9) Class size, locations and time of course offerings will be approved by the President or designee, for the TRUSTEES.
10) Academic policies including grading, course withdrawals and repeats, and attendance will be in accordance with the College Catalog for Indian River State College, SBE Rule 6A-14.064, and HB7509.
11) Students and parents shall sign acknowledgement of the following college course-level expectations:
   a. Any letter grade below a “C” will not count as credit toward satisfaction of the requirements of SBE Rule 6A-10.030 F.A.C.; however, all grades are calculated into a student’s GPA and will appear on the college transcript.
b. All grades, including "W" for withdrawal, become part of the student's permanent college transcript and may affect subsequent postsecondary admission.

c. College course materials and class discussions may reflect topics not typically included in secondary courses. College courses will not be modified to accommodate variations in student age and/or maturity.

d. Courses will be selected to meet degree/certificate requirements in order to minimize student and state costs for excess hours.

e. The inclusion of dual enrollment course plans in the student's Electronic Personal Educational Planner (ePEP) as required by Section 1003.413(3) (i), F.S.

12) Grades awarded by IRSC are not subject to change by the BOARD or its representatives, including a "W". State Board Rule 6A-1.09941, F.A.C., State Uniform Transfer of High School Credits, establishes uniform procedures related to the high school's acceptance of transfer credit for students in Florida's public schools.

ARTICLE III. **Evaluation of the Agreement**: This agreement shall be renewed annually unless both parties request a change or termination, in which case a change or termination will be given in writing by either party with ninety (90) days prior to such change or termination taking place. Evaluation of the Agreement will take place throughout the school year and include identifying problems, taking corrective actions, new strategies, and associated costs to implement those strategies. New courses will be added to the **DUAL ENROLLMENT EQUIVALENCY LIST** once approved by the DOE.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated there under. The parties expressly agree to maintain records in compliance with the Federal public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations.
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 OF INDIAN RIVER STATE COLLEGE

Chair – Werner Bols

Date: 8-28-12

Attest: Edwin R. Massey

Dr. Edwin R. Massey, President

SCHOOL BOARD OF MARTIN COUNTY

Chair – Sue Hershey

Date: 8-21-12

Attest: Nancy Kline

Nancy Kline, Superintendent