DUAL ENROLLMENT AGREEMENT
Indian River State College
And
The Home School

Whereas Section (s) 1007.271 (21), Florida Statutes, requires state colleges and Home Schools to develop comprehensive Dual Enrollment articulation agreements, Indian River State College (IRSC), and The Home School have made the following determinations:

A) Terms of this Agreement shall commence August 1, 2019, or on the last date approved by either party, whichever is later, and end upon the student’s high school graduation date specified in their academic record, unless terminated as hereinafter provided.

B) Annual Articulation meetings shall take place between Home School Parents/Guardian and IRSC to review this agreement to assure all parties that it continues to serve their mutual interests and provide student opportunities. Proof of enrollment in a Home school Program from the student’s local school district must be on file at IRSC to participate in Dual Enrollment.

C) Either party shall have the right to terminate this Agreement by delivery of a written notice to the other party not less than sixty (60) days prior to the effective date of said termination.

D) The parties to this Agreement recognize that as provided under Section (s) 1007.271 (21), F.S., and SBE Rule 6A-14.064, accelerated mechanisms such as Dual Enrollment/Early College and advanced (college-level) instructional programs for qualified students from the Home Schools 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 (21), F.S., and SBE Rule 6A-14.064, including:
   1. College Credit Dual Enrollment
   2. Vocational Credit Dual Enrollment

F) All dual enrollment students must complete IRSC’s Dual Enrollment Online New Student Orientation. Dual Enrollment New Student Orientation is required for all new IRSC students and includes information on college policies, procedures, resources, expectations, and other essential items that help support student success. Students who do not complete DE NSO will be unable to register for their dual enrollment classes until this requirement has been met.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I. Ratification of Existing Agreements: All existing dual enrollment agreements between IRSC and the Home School are hereby modified to conform to the terms of this agreement and the appendices of this document.

ARTICLE II. Program Description: In accordance with Section 1007.271 (21), F.S., SBE Rule 6A-14.064, 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 high school completion and an associate degree. Dual enrollment, an
articulated accelerated mechanism offered jointly by IRSC and the Home School, 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 SBE Rule 6A-14.064 adopted 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(21), F.S. requires Home Schools 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 Home Schools shall accept these postsecondary courses toward meeting the requirements of Section 1003.43, F.S. New courses will be added to the DUAL ENROLLMENT EQUIVALENCY LIST once approved by the DOE. Courses and programs may be added, revised, or deleted at any time by IRSC.

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 Home Schools. 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 1007.271 (21), 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.

Advising Services:
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 Academic Plan/Guided Pathway-based on their academic and career goals. This plan will then be used by the student and the Parents/Guardian in subsequent semesters to determine
appropriate dual enrollment courses to be taken.

2) Dual enrollment students will be able to access their Guided Pathway/Academic Plan online via their MyPioneerPortal, 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. Parents/Guardians are responsible for ensuring that all applicable high school graduation requirements are met.

4) Dual enrollment students complete the registration process by selecting appropriate college classes, in consultation with their Parents/Guardian and their assigned college advisor, based upon their Academic Plan/Guided Pathway. 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 applicable fees for approved courses are exempted.

Notice to Participant: Students, parents, and high school counselors will be notified by IRSC about 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) Enrollment Management coordinating efforts to answer questions, provide materials, and direct inquiries from students and parents interested in dual enrollment.

3) Sending students and/or parents a letter informing them of the student options to participate in dual enrollment.

Eligibility and Access: Students must meet the following eligibility criteria:

1) Be enrolled as a student, in grades 6-12, in a home education program as verified by the local Home School district.

2) Have an anticipated high school graduation date that is no more than seven years in the future for 6th graders, no more than four years in the future for a freshman in high school, and reduced by one year for every grade thereafter. Extension of the anticipated high school graduation date may be considered, pending an audit of high school requirements provided by the local school board liaison reflecting outstanding credits needed for high school graduation. Students will be eligible to take courses that meet the graduation requirements as listed on the audit.

3) A Home School student is not required to meet the minimum grade point average (GPA) requirement if the student has met the common placement test scores required for participation in dual enrollment. However, Home School students will need to meet the minimum high school (GPA) requirement for continued participation in dual enrollment programs.

4) For college credit courses, achieve a minimum score on the P.E.R.T, a common placement test pursuant to Rule 6A-14.064, Florida Administrative Code. Dual enrollment students must score at college level reading to participate in the Dual Enrollment Program. Students may substitute the appropriate scores from a state-approved standardized test (ex. Enhanced ACT or SAT) to qualify for specific college credit dual enrollment courses.
i. PERT College Credit Course Placement exams require the following:
   • A score of 103 or higher on the English subtest
   • A score of 106 or higher on the Reading subtest
   • A score of 114 or higher on the Math subtest
ii. SAT College Credit Course Placement exams taken after March 1, 2016 require the following:
   • A score of 25 or higher on the Writing & Language Subtest and a score of 24 or higher on the Reading Subtest for College English Placement.
   • A score of 24 or higher on the Math subtest for College Math Placement.
iii. SAT College Credit Course Placement exams taken after March 1, 2016 require the following:
   • A score of 440 or higher on the Reading subtest for College English Placement.
   • A score of 440 or higher on the Math subtest for College English Placement.
iv. ACT College Credit Course Placement exams require the following:
   • A score of 17 or higher on the English subtest and a score of 19 or higher on the Reading subtest for College English Placement.
   • A score of 19 or higher on the Math subtest for College Math Placement.

5) Must complete Dual Enrollment Program Agreement form (IRSC 508) with all appropriate signatures.
6) Must complete course registration forms (IRSC 68) with all appropriate signatures.
7) Must complete any applicable vocational assessment (i.e. TABE).
8) Meet any additional eligibility criteria specified by the postsecondary institution in this Dual Enrollment Articulation Agreement.
9) New Dual Enrollment Associate in Arts Degree seeking students are required to complete SLS1101-Student Success during their first semester of attendance. An unweighted high school GPA of 3.0 and a PERT Reading score of 106 is required to participate in this course. All new (first time) Vocational or Clock hour dual enrollment students are not required to take SLS1101.
   a. May not have been recommended for expulsion or expelled from a secondary school where the student attends or attended. Students who are already 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 additional course(s).
   b. IRSC and the TRUSTEES have the sole and absolute decision to permit or deny the enrollment of any student recommended 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.

10) Cannot be scheduled to graduate prior to the completion of the dual enrollment
course.

11) Must maintain a minimum of 3.0 unweighted high school GPA for college credit courses and a minimum of 2.0 unweighted GPA for career technical education clock hour courses, while also maintaining a minimum post-secondary GPA of 2.0, as established by IRSC.

12) Students with a GPA lower than requirements stated may enroll in dual enrollment classes pending documentation of approval from Home School Parents/Guardian and a college approved representative.
   a. Exceptions to the GPA requirement may be considered by an IRSC Dean/Provost/IRSC Approved Representative upon the recommendation of the Parents/Guardian.
   b. The decision will be based on high school justification provided, the academic rigor of the course, placement scores, and other academic history.

13) Students 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 Home School 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 1009.286 F.S.

Student Support:
Parents/Guardian and IRSC’s Enrollment & Student Support staff will work together to ensure that each student meets the academic eligibility requirements for dual enrollment courses. Parents/Guardian are responsible for assisting the student in identifying college courses that also meet high school graduation requirements; see Dual Enrollment Course Offerings on the IRSC Dual Enrollment Page at the college website: https://www.irsc.edu/programs/dual-enrollment-for-high-school-students.html

Student Standards of Conduct (as taken from IRSC’s Student Handbook): The College looks to its students as mature individuals at an age of responsibility for their own actions. The following regulations were designed by the students, staff, and faculty, in order to ensure compliance with state and county laws and to promote the safe and efficient operation of the College. Violations of these regulations will be referred to the Vice President of Student Affairs for appropriate action, which may include a Student Affairs Committee. Failure to respond to a summons by letter, telephone call, or message delivered by an IRSC employee concerning a matter of conduct is considered a violation of the student code of conduct. (See Administration of Student Discipline)

TRUSTEE Policy Number 6Hx11-7.24 Student Standards of Conduct - Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Students shall conduct themselves in a manner compatible with the College’s function as an educational institution.

Student Standards of Conduct are applicable on campus, at off-campus locations or activities, and while using College facilities or equipment. Each student shall assume
responsibility for familiarity with College policies and agree to the highest moral and ethical standards of conduct including, but not limited to the following:

- To uphold and abide by all College policies and procedures including those of the Campus Coalition Government
- To respect each student’s right to learn in all educational environments
- To participate and contribute to class discussions and activities to the best of his or her ability
- To responsibly use all College facilities and equipment including electronic communications with faculty, staff, and other students
- To demonstrate respect towards faculty, staff, administrators, and other persons employed by the College
- To respect instructor grading policies and to adhere to the highest standards of academic honesty
- To acknowledge and comply with reasonable requests for student assistance or service by College personnel whenever possible
- To extend courtesy, integrity, and good citizenship to all individuals at the College, its employees, students, and visitors

Misconduct for which students are subject to discipline falls into the following categories:

A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
B. Forgery, alteration, or misuse of College documents, records, or identification.
C. Obstruction or disruption of teaching, research, administration of disciplinary procedures, or other College activities, including its public service functions, or conduct which threatens or endangers the health or safety of any such persons.
D. Theft or damage to property of the College or of a member of the College community or campus visitor.
E. Unauthorized entry to or use of College facilities.
F. Violation of College policies or of campus regulations including campus regulations concerning the registration of student organizations; the use of College facilities; or the time, place, and manner of public expressions.
G. Consumption, use, possession, distribution or involvement with alcohol, illegal drugs or substances, (e.g. heroin, cocaine, LSD, barbiturates, hallucinogens, narcotics, marijuana) or presence when/where these substances are being used or consumed.
H. Disorderly conduct or lewd, indecent, or obscene conduct or expression on the College-owned property or at College-supervised functions.
I. Failure to comply with directions of College officials acting in the performance of their duties.
J. Conduct, which adversely affects the student’s suitability as a member of the academic community. Students who aid others in disciplinary infractions are also subject to disciplinary action.
K. Acts of sexual assault/battery (rape) or other forms of sexual misconduct, including harassment, exploitation, intimidation, or coercion.
Enrollment & Student Services Advising Staff will:

1) Make sure dual enrollment students are properly identified as such in the IRSC registration system.
2) Ensure that an individualized student Academic Plan/Guided Pathway is developed and implemented for each dual enrollment student.
3) Provide ongoing advisement to students regarding their progression in College courses and programs.
4) Provide the Home Schools with the student’s grades at the end of the term.
5) Provide Dual Enrollment students with the use of all of IRSC academic support resources. Students are encouraged to utilize services such as Career & Transfer Services, Academic Support Centers (ASC), and Libraries.
6) Students may also access the IRSC website for detailed information on degrees, programs, and resources.
7) Indian River State College provides reasonable accommodations to students with documented disabilities through the Educational & Student Services/Student Accessibility Services Office. Listed below are some of the services available to eligible students:
   i. Note takers
   ii. Testing Accommodations
   iii. Use of Equipment and Assistive Technology
   iv. Readers
   v. Scribes
   vi. Sign Language Interpreters
   vii. Alternative Text
8) Students are expected to comply with all IRSC, TRUSTEE, DISTRICT, and secondary school rules, regulations, policies, codes, and codes of conduct while enrolled in dual enrollment.

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. Home Schools may provide student directory information to IRSC for the sole purpose of providing dual enrollment marketing information to prospective/current dual enrollment students.

Instructional Quality and Evaluation: IRSC shall accept the responsibility for all courses and certification of faculty as prescribed in SBE Rule 6A-14.064 Credit Dual Enrollment and by the Southern Association of Colleges and Schools Commission on College’s Principles of Accreditation.

1) In all cases, faculty must meet IRSC faculty credentialing criteria based on SACSCOC Guidelines. These IRSC criteria apply to all faculty teaching post-secondary courses regardless of the physical location of the course being taught.
2) Indian River State College, as the postsecondary institution awarding credit, shall
ensure that all faculty teaching dual enrollment courses meet these qualifications. All instructors must be certified by the IRSC.

3) The President or designee, for the IRSC, shall assign the instructors for all classes offered in accordance with this agreement. A passing grade in a dual enrollment course indicates mastery of the performance standards for the course.

4) IRSC prohibits courses being offered at Home School sites(s).

5) IRSC shall provide all instructors teaching dual enrollment courses with the approved course plans, syllabi, course objectives, learning outcomes assessments, and final exams.

6) All instructors teaching dual enrollment courses shall provide a copy of the course syllabus to the appropriate IRSC Department Chair or Academic Dean prior to the start of each term.

7) All adjunct faculty teaching dual enrollment courses shall be provided with electronic access to the IRSC Adjunct Faculty Handbook and IRSC Student Handbook.

Responsibilities

1) Home Schooled students enrolled in dual enrollment classes in accordance with this Agreement are exempt from payment of registration, matriculation, laboratory fees, and instructional course materials.

2) Insurance fees will be paid by the student unless the Home School provides appropriate insurance for coverage.

3) Students and/or The Home School are responsible for transportation to and from dual enrollment classes.

4) The President or designee for IRSC shall have the responsibility for selection of textbook and course materials in accordance with this Agreement.

5) The President or designee for IRSC shall establish procedures and conditions for the acquisition and return of instructional materials.

6) All textbooks and reusable course materials remain the property of IRSC at the end of the course and must be returned to the college by the student using the course materials. Failure to return course materials upon conclusion of the semester will generate an amount due from the student to IRSC and will block future registration.

7) Class size, locations and time of course offerings will be approved by the President or designee, for the IRSC.

8) 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.

9) Students and parents shall both sign this agreement also as an acknowledgment of the following college course-level expectations:
   a. Students must register for courses by the deadline established by IRSC.
   b. Letter grade below a "C" may not always count as successful completion pursuant to state Rule 6A-10.030 F.A.C. All grades are calculated into a student's GPA and will appear on the college transcript.
   c. All grades, including “W” for withdrawal, become part of the student’s permanent college transcript and may affect subsequent postsecondary admission.
d. 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.

e. Courses will be selected to meet degree/certificate requirements in order to minimize student and state cost.

f. Students who withdraw from a course, or fail a course, cannot take additional dual enrollment classes until they have retaken and completed the course, or an alternative course jointly agreed upon by the student and Parents/Guardian, and their assigned advisor, at their own expense during the Fall and Spring semesters, which includes the cost of the course and the instructional materials for the course. Students may repeat a failed or withdrawn course during the summer semester at no cost to the student. Dual enrollment students must adhere to all of the College’s withdrawal procedures including talking with their instructor before withdrawing from a course.
   i. Students who withdraw/fail a course two consecutive times will be responsible for paying out of state tuition for the third attempt of that course.
   ii. Dual Enrolled students needing to attempt courses more than once will be required to meet with their IRSC assigned advisor prior to any re-enrollment.
   iii. Dual Enrolled students will be eligible to enroll in a maximum of 12 credits over the summer, with neither Session A nor Session B exceeding credits.

g. Students will be limited to a maximum of 60 credit hours of dual enrollment. A request must be made in writing from the student’s Parent/Guardian to IRSC’s Vice President of Enrollment & Student Services for consideration of any exceptions to this rule. Course(s) approved resulting in excess of 60 earned credits must be creditable toward high school completion and associate degree.

h. First-time dual enrollment students cannot participate in more than 2, three-credit courses during their first semester. One of the two courses must be SLS 1101.

i. Home Schools must notify IRSC’s Vice President of Enrollment & Student Services if one of their participating dual enrollment students is no longer participating as a high school student within a given semester.

j. Students are expected to comply with all IRSC, TRUSTEE, DISTRICT, and secondary school rules, regulations, policies, codes, and codes of conduct while enrolled in dual enrollment.

k. Home Schools must notify IRSC’s Vice President of Academic Affairs if their dual enrollment students has been identified as a potential threat to the safety of others and/or has been expelled from his/her secondary school. Students who have been identified as a potential threat to the safety of others or who have been expelled may not be permitted to participate or continue in dual enrollment course(s) previously described.

l. Indian River State College must notify the Home School if a dual enrollment student is expelled from the College.
m. Dual Enrollment students are expected to contact their instructor if they are having challenges in a specific course. As such, the student, and not a Parent or Guardian, should address concerns, complaints, and challenges.

10) 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.

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 thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations.

Specifically, nothing contained herein shall be deemed a waiver of Sovereign immunity or any statutory limitation on liability of either party. Nor shall any provision of this Agreement be deemed to require either party to indemnify or hold harmless the other. Notwithstanding anything stated in this Agreement to the contrary, this Agreement and all provisions contained herein shall be subjected to and governed by Sec. 768.28, F. S., as amended.

Specifically, neither party shall exclude any person from participation, discriminate against, or deny any services or benefits to any person’s enrollment or participation in the dual enrollment program, based upon the grounds of race, color, sex, religion, mental or physical disability, age, political affiliation, belief, national origin, marital status, sexual orientation or perceived sexual orientation, or association with any person with, or perceived to have, one or more of the above named characteristics.
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.

<table>
<thead>
<tr>
<th>Christina Hart Ph.D., Vice President</th>
<th>Student Name (Print)</th>
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<tr>
<td>Enrollment &amp; Student Services</td>
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<td>Indian River State College</td>
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| Student Signature                   |                      |

| Parent/Guardian Name (Print)        |                      |

| Campus Provost / Director of        | Parent/Guardian Signature |
| Articulation and Partnerships       |                        |

| Date: ____________________________ | Date: __________________________ |

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