DUAL ENROLLMENT AGREEMENT

Indian River State College

And

St. Andrew’s Episcopal Academy

Whereas Section (s) 1007.271 (21), Florida Statutes, requires state colleges and St. Andrew’s Episcopal Academy to develop comprehensive Dual Enrollment Articulation agreements, Indian River State College (IRSC), and St. Andrew’s Episcopal Academy, have made the following determinations:

A) Terms of this Agreement shall commence September 1, 2018, or on the last date approved by either party, whichever is later and end August 31, 2019, unless terminated as hereinafter provided.

B) An Annual meeting 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 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 Private 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) IRSC approved dual enrollment courses offered on a secondary school campus must have a high school instructor who has been interviewed by certified and be approved by Indian River State College. Because the instructor would be a certified IRSC adjunct faculty member, he/she 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.
G) As of Fall 2015 semester, 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.

H) As of Spring 2016 semester, all new (first-time) dual enrollment Associates in Arts and Associates in Science degree-seeking students must complete SLS 1101 – Student Success during their first semester of dual enrollment or will be ineligible to continue dual enrollment courses in future semesters. Students who have participated in IRSC’s dual enrollment program prior to the Spring 2016 semester are encouraged to enroll in the course but are not required to do so. An unweighted high school GPA of 3.0 and a 106 or higher Reading PERT score is needed to participate as a dual enrolled student, however, dual enrollment opportunities will be limited if the student does not score at college levels in all 3 discipline areas. All new (first time) dual enrollment Vocational or Clock hour students are not required to take SLS1101.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I. Ratification of Existing Agreements: All existing dual enrollment agreements between the IRSC and St. Andrew’s Episcopal Academy 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 the IRSC and St. Andrew’s Episcopal Academy, 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.

https://www.irsc.edu/programs/dual-enrollment-for-high-school-students.html.
Section 1007.271(21), F.S. requires St. Andrew’s Episcopal Academy 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 St. Andrew’s Episcopal Academy. 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 customize a Guided Pathway/Academic 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 Guided Pathway/Academic Plan online via their My Pioneer Portal, where it can also 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. High school counselors 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 high school counselor and their assigned college advisor, based upon their Guided Pathway/Academic Plans. 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 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, Campus Provost, or other IRSC representatives visiting each high school to provide enrollment support and information to the student and 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 middle and high school guidance counselor conclave annually to update and inform area high school counselors of dual enrollment opportunities for students as well as other opportunities at IRSC.

Eligibility and Access: Students must meet the following eligibility criteria

1) Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program

2) Have a 3.0 unweighted high school grade point average (GPA) based on four high school credits, in order to enroll in college credit courses, or a 2.0 high school unweighted GPA to enroll in career technical education clock hour dual enrollment courses

3) For college credit courses, achieve a minimum score on the PERT, 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. Current ACT and SAT scores for college-level readiness are located below and at the following IRSC webpage: https://www.irsc.edu/admissions/pert-test.html
   - 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
- SAT College Credit Course Placement exams taken before March 1, 201, 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 Math Placement
- ACT College Credit Course Placement exams taken before 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

(Scores are subject to change based on state-approved standards. Dual enrollment students are encouraged to take PERT exam at local school district sites.)

4) Must complete the Dual Enrollment Program Agreement form (IRSC 508) with all appropriate signatures.

5) Must complete course registration forms with all appropriate signatures. (IRSC 68)

6) Must complete any applicable vocational assessment (i.e. TABE).

7) Meet any additional eligibility criteria specified by the postsecondary institution in the Dual Enrollment Articulation Agreement

8) Cannot be scheduled to graduate from high school prior to the completion of the dual enrollment course

9) Students with a GPA lower than the requirements stated may enroll in dual enrollment classes pending documented justification for approval from St. Andrew's Episcopal Academy officials and approval by the college (Dean Provost, or discipline Department Chair). The decision will be based on high school justification, the academic rigor of the course, placement scores, and another academic history.

10) 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 St. Andrew’s Episcopal Academy 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
Student Support: High school counselors and IRSC’s Enrollment & Student Support 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 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 student's 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, 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)

Board 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 make responsible use of 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;
• To refrain from engaging in activities or conduct that might discredit or disrupt the College or 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, hallucinogen’s, 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.

**IRSC Enrollment & Student Services**

1) Make sure dual enrollment students are properly identified as such in the IRSC registration system.

2) Ensure that an individualized student Guided Pathway/Academic Plan is developed and accessible for each dual enrollment student.

3) Provide ongoing advisement to students regarding their progression in College courses and programs.

4) Provide Dual Enrollment students with the use of all of IRSC academic support resources. Students are encouraged to utilize services such as the Career & Transfer Center, Academic Support Centers (ASC), and Libraries.

5) 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 Enrollment & Student Services/Student Accessibility Services Office (SAS). 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 must apply to the college and provide appropriate documentation to the SAS office if accommodations are necessary.

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.

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 is taught
   i. IRSC at the request of high school principal/designee will work together to identify teachers for dual enrollment courses. 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. Each prospective teacher must complete the steps of the adjunct faculty certification process. High School site dual enrollment instructors must contact IRSC instructional dean/designee to inquire about additional training sessions required for specific disciplines.
   ii. Additional training is required for SLS1101 instructors.

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 IRSC.

3) If the parties agree to utilize instructors employed by Private School, those instructors shall meet the same IRSC certification qualifications as other instructors employed by the TRUSTEES.

4) IRSC and the Private Schools shall collaborate to ensure full compliance with all IRSC faculty certification procedures and SACSCOC Principles of Accreditation.
5) The President or designee, for the TRUSTEES, shall assign the instructors for all classes offered in accordance with this agreement.

6) A passing grade in a dual enrollment course indicates mastery of the performance standards for the course.

7) 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.

   i. St. Andrew’s Episcopal Academy may offer up to four (4) dual enrollment courses and four (4) sections of that dual enrollment course at high school site within an academic year. Each additional course must be approved by the Office of Articulation and Partnerships to ensure that sites do not exceed course and section limits.

   ii. Secondary Schools must submit course requests to IRSC instructional Deans and/or Provost Office(s) being considered to take place on high school sites. A list of provost/instructional dean contact information is listed in the DE Administration Handbook.

8) IRSC and secondary schools shall collaborate to ensure full compliance with SACSCOC standards regarding the number of college credit courses which may be offered on a high school site prior to seeking Substantive Change approval.

   i. IRSC instructional deans/designee must be granted unrestricted unannounced access to high school dual enrollment classes to observe the quality of instruction.

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

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

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

12) Secondary schools that do not have a signed dual enrollment agreement with Indian River State College cannot offer a dual enrollment course(s)/labs. Students enrolled in such classes/labs will not receive credit from IRSC.

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 St. Andrew’s Episcopal Academy provides appropriate insurance for coverage.

3) Students and/or St. Andrew’s Episcopal Academy 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 courses materials in accordance with this Agreement.
5) St. Andrew's Episcopal Academy will be responsible for providing instructional materials used in courses offered in accordance with this Agreement. The Head of School or designee for St. Andrew's Episcopal Academy shall establish procedures and conditions for the purchase, resale, and any reimbursement for instructional materials.

6) St. Andrew's Episcopal Academy shall be responsible for payment of instructors employed by St. Andrew's Episcopal Academy for courses offered in accordance with this agreement.

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

8) Classes held at the high school site will be offered in accordance to Indian River State College’s academic calendar and will start and end within the academic period.

9) 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.
   i. St. Andrew’s Episcopal Academy advisors/counselors and IRSC advisors/counselors will work collaboratively to ensure students’ dual enrollment registration eligibility.

10) Students and parents shall sign an acknowledgment of the following college course-level expectations:

   a. Students must register for courses by the deadline established by St. Andrew’s Episcopal Academy. Registration deadlines established by St. Andrew’s Episcopal Academy, however, cannot exceed the last date of registration allowed by IRSC. St. Andrew’s Episcopal Academy without established deadlines shall use IRSC’s established deadlines.

   b. 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.

   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 costs for excess hours.

   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 high school guidance counselor, at their
own expense or during the summer when no tuition is charged. 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 only be eligible to attempt dual enrollment courses during the summer semesters until course(s) are successfully completed.

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 6 credits.

g. At the request of St. Andrew’s Episcopal Academy, students may exceed 60-credits. A request must be made in writing from a St. Andrew’s Episcopal Academy official to IRSC’s Vice President of Enrollment & Student Services. Course(s) approved must be creditable toward high school completion and associate degree or certificate.

h. First-time dual enrollment students cannot participate in more than two, 3-credit courses during their first semester. One of the two courses must be SLS 1101 if the student is degree seeking.

i. St. Andrew’s Episcopal Academy must notify IRSC’s Vice President of Enrollment & Student Services if one of their participating dual enrollment students has been expelled from his/her secondary school.

j. Indian River State College must notify St. Andrew’s Episcopal Academy if a dual enrollment student is expelled from the College.

k. 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.

11) 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 sixty (60) 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 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.

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

By (Signature): ____________________________
Printed Name: ___Jose L. Conrado__________________
Title: __Chair_________________________
Date: ___5-29-19________________________
Attest Signature: _________________________
Printed Name: ___Edwin R. Massey Ph.D.__________________

St. Andrew’s Episcopal Academy

By (Signature): ____________________________
Printed Name: ___Suzanne D. Barry__________________
Title: ___Head of Schools/Head of Upper School__________
Date: ___5/3/19________________________

Original signed document on file in the IRSC Department of Articulation and Partnerships.