DUAL ENROLLMENT AGREEMENT

Indian River State College
And
Somerset College Preparatory Academy

Whereas Section (s) 1007.271 (21), Section 1007.273, Florida Statutes, requires state colleges and School Districts to develop comprehensive Dual Enrollment Articulation agreements and an Early College program, the District Board of Trustees for Indian River State College, hereinafter referred to as the **Trustees,** and **The Somerset College Preparatory Academy,** hereinafter referred to as the **Academy,** have made the following determinations:

A. Terms of this Agreement shall commence July 1, 2023, or on the last date approved by either party, whichever is later and end June 30, 2025, 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 the written notice to the other party not less than ninety (90) 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., Section 1007.273, 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 Academy 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

NOW, THEREFORE, the parties agree as follows:

ARTICLE I. <u>Ratification of Existing Agreements</u>: All existing dual enrollment agreements between the Trustees and the Academy are hereby modified to conform to the terms of this agreement and the appendices of this document.

ARTICLE II. <u>Program Description</u>: In accordance with Section 1007.271 (21), F.S., Section 1007.273, 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 Trustees and 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 within this Agreement, along with the IRSC Dual Enrollment Course list website link. https://www.irsc.edu/programs/dual-enrollment-for-high-schoolstudents.html The Academy recognizes that IRSC is not obligated to offer any course on the FLDOE Dual Enrollment Equivalency list but that this list is used to determine eligible courses.

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 Academy may provide 9th-12th 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 in a home education program.
2. Students must 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 based on four high school credits to enroll in career technical education clock hour dual enrollment courses.
    a. Indian River State College and the school districts in our geographical region have agreed to use four high school credits to establish the minimum GPA requirement. We believe that this requirement provides a strong academic standard that leads to a higher probability of success for participating dual enrollment students. This standard is in line with our commitment to student success.
3. Students must maintain the minimum college GPA of a 2.0 for continued enrollment in the Dual Enrollment Program.
4. For college credit courses, students must demonstrate college readiness by achieving or exceeding minimum scores on Common Placement Exams, Alternative Placement Exams, or by approved High School Course work as provided under SBE Rule 6A-10.0315.
5. Eligible students may participate in the dual enrollment program by using Alternative Placement Methods upon approval from their high school counselor.
6. Students must meet or exceed the following Common Placement Test scores to demonstrate college readiness:

Florida Postsecondary Education Readiness Test (PERT)	**Standard Score**
Reading	106
Writing	103
Mathematics	114
Next-Generation ACCUPLACER, The College Board (Interim Scores) Through July 2022	
Quantitative Reasoning, Algebra, and Statistics (QAS)	242

Reading	245
Writing	245
Next-Generation ACCUPLACER, The College Board Since August 2022	
Quantitative Reasoning, Algebra, and Statistics (QAS)	261
Reading	256
Writing	253
SAT, The College Board	
Reading Test	24
Writing and Language Test	25
Math Test	24
Digital SAT, The College Board Since June 2023	
Reading and Writing Section	490
Math Section	480
ACT with Writing or ACT, Inc.	
Reading	19
English	17
Mathematics	19
Classic Learning Test, Classic Learning Initiatives, LLC Since August 2023	
Sum of the Verbal Reasoning and Grammar/Writing Sections	38
Quantitative Reasoning Section	16

7. Students must meet or exceed the following Alternative Placement Test scores to demonstrate college readiness:

PSAT/NMSQT and PSAT 10, The College Board	**Standard Score**
Reading Test	24
Writing and Language Test	25
Mathematics Test	24
Digital PSAT/NMSQT and PSAT 10, The College Board Since June 2023	
Reading and Writing Section	490
Mathematics Section	480
PreACT®	
Reading	22
English	18
Mathematics	22
General Educational Development (GED®) Test	
Reasoning Through Language Arts	165
Mathematical Reasoning	165
Test Assessing Secondary Completion (TASC™)	
Language Arts Reading	580
Language Arts Writing	560 and 6 on Essay
Mathematics	560

High School Equivalency Test (HiSET®)	
Language Arts Reading	15
Language Arts Writing	15
Mathematics	15
End-of-Course Assessments	
Algebra 1 End-of-Course Assessment	4
Geometry End-of-Course Assessment	4
ALEKS® PPL	
Mathematics	30

8. Students who have an unweighted high school GPA of 3.0 and achieves a grade of "B" or better in any of the courses listed below from a Florida Public School shall have demonstrated readiness for college-level work.

Mathematics:
Algebra 1/Algebra 1 Honors
Algebra 2/Algebra 2 Honors
Pre-Calculus Honors
Calculus Honors
Geometry/Geometry Honors
Probability and Statistics Honors
Math for College Algebra
Math for College Statistics
Math for College Liberal Arts
English Language and Literature:
English 4/English 4 Honors
Accelerated High School Courses
Mathematics:
Advanced International Certificate of Education (AICE) high school mathematics courses
Advanced Placement (AP) high school mathematics courses
International Baccalaureate (IB) high school mathematics courses
English Language and English Literature:
Advanced International Certificate of Education (AICE) high school English courses
Advanced Placement (AP) high school English courses
International Baccalaureate (IB) high school English courses

9. 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 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 outlined in Section 1009.286 F.S.

10. Students must complete and submit the Dual Enrollment Program Agreement form (IRSC 508) with an approval from their high school guidance counselor and parent or guardian, if the student is under 18 years of age.
11. Students must receive an approval from their high school guidance counselor for registered courses.
12. Students will be eligible for a maximum of 60 credit hours of dual enrollment.
13. Students who are scheduled to graduate from high school prior to the completion of a dual enrollment course, are not eligible to participate 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. Students may not be placed at an alternative school for behavioral or disciplinary reasons or due to a safety concern. Students who are enrolled in dual enrollment course(s) prior to being placed in an alternative school 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).
18. Students who are placed in an alternative school setting may be enrolled in dual enrollment classes if the high school recommends such enrollment and provides a basis for the same.
19. IRSC and the Trustees have the sole and absolute decision to permit or deny the enrollment of any student recommended pursuant to paragraph 18 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 Academy 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 DE 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 Academy.
6. Approval of courses for dual enrollment does not guarantee applicability toward satisfaction of eligibility requirements for Florida Bright Futures scholarships. Students are responsible for checking with the Office of Student Financial Assistance for eligibility requirements.

Notice to Participate:

IRSC will notify students, parents, and school counselors of the opportunities to participate in DE by:

1. Providing information sessions each academic year.
2. Visiting each high school to provide information and support to high school counselors.
3. 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 options to participate in Dual Enrollment.
5. Hosting a middle and high school guidance counselor annual event to update and inform area counselors of Dual Enrollment opportunities for students as well as other opportunities at IRSC.
6. Working collaboratively with high school contacts to host dual enrollment information sessions on the high school campuses after school hours.

The school district will notify students, parents, and school counselors of the opportunities to participate in DE by:

1. Holding annual dual enrollment sessions to learn about the eligibility and access opportunities.
2. Providing eligible students, the options to participate in dual enrollment.
3. Having a dedicated dual enrollment page on the Academy website.
4. Advertising IRSC DE information sessions to students and parents.
5. Allowing on campus DE application help sessions with students.

Special Programs

1. **Early College Program -** The Early College Program will serve 11th and 12th grade students. Students participating in the Early College Program are required by Section 1007.273 to enter into a student performance contract, which must be signed by each participating student, the parent, or guardian, a representative of the school district, and a representative of Indian River State College. Early College enrollment

processes are the same as those for Dual Enrollment with the following eligibility requirements.

Student Eligibility and Access:

a. Students must be enrolled as a student in a Florida public or nonpublic secondary school.
b. Students must be in 11th or 12th grade.
c. Students must demonstrate college readiness on Common Placement Tests, Alternative Placement Tests, or by approved High School Course work as provided under SBE Rule 6A-10.0315.
d. Students must have a minimum of a 3.0 unweighted GPA.
e. Students must be on track to graduate from high school.
f. Students must successfully complete a minimum of 30 credit hours each academic year.
g. Students must enroll in a minimum of 12 college credit hours per semester.
h. Students who fall below the full-time status are no longer part of the Early College Program but may be eligible to continue to participate in the Dual Enrollment Program.

2. **Dual Enrollment Success Academy (DESA) Program**: The Dual Enrollment Success Academy Program is for 12th grade students who have met specific eligibility requirements and are seeking college credits prior to graduation. Specific program tracks and courses with a higher likelihood for success are made available for (DESA) students. Dual Enrollment Success Academy enrollment processes are the same as those for Dual Enrollment with the following eligibility requirements.

Student Eligibility and Access

a. Students must be in 12th grade.
b. Students must take an approved Common or Alternative Placement Test and scores must be submitted.
c. Students may participate if they have a 3.0 unweighted GPA without the minimum placement scores.
d. Students may participate with a minimum of a 2.5 unweighted GPA and have demonstrated college readiness via an approved Common or Alternative Placement Test in Reading.
e. Students must be on track to graduate from high school.
f. Students who fail or withdraw from a course will not be eligible to continue in the DESA program.
g. No exceptions are allowed for this program.
h. Students may participate in the following courses, not to exceed two courses within a semester and four courses in their senior year.

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. The Employment Ready Dual Enrollment Program's processes are the same to that of Dual Enrollment with the following eligibility requirements.

   Student Eligibility and Access:
   a. Students must be in 10th, 11th or 12th grade.
   b. Students must demonstrate college readiness via a common or alternative placement test or via high school coursework to participate in college related courses.
   c. Students may participate with a minimum of a 2.5 unweighted GPA and have demonstrated college readiness on a Common or Alternative Placement Exam.
   a. Students must be on track to graduate high school.
   b. Students may enroll in a maximum of 6 college credit hours per semester.

New Students:

1. New (first time) Associate in Arts degree-seeking students are required to complete SLS1101 – Student Success during their first semester of attendance. Students must have an unweighted high school GPA of 3.0 and a PERT Reading score of 106 is required to participate in this course.
2. New (first time) Vocational or Clock hour dual enrollment students are not required to take SLS1101.
3. New students are recommended to participate in no more than two, 3 credit courses during their first semester. One of the two courses must be SLS1101.
4. New students are recommended to complete the Dual Enrollment New Student Orientation (NSO), which includes information on college policies, procedures, resources, expectations, and other essential items that help support student success.

Exceptions

1. In high schools where exceptions are allowed, a High School 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. The High School s are not required to allow exceptions. Students should consult with their high school counselor for the High School's policies for exceptions.
3. Exceptions to the GPA requirement may be considered upon written documentation and approval from the High School Official and the college approved representative.
4. Exceptions are not allowed for Special Programs.
5. 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 High 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 an 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 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:https://www.irsc.edu/programs/dual-enrollment-for-highschool-students.html
3. IRSC Student Success and Advising staff will:
    a. Ensure dual enrollment students are properly identified as such in the IRSC registration system.
    b. Ensure that an individualized student Guided Pathway/Academic plan is developed and implemented for each dual enrollment student.
    c. Provide ongoing advisement to students regarding their progression in College courses and programs.
    d. Provide the Academy with the students' grades at the end of the term electronically through the state DEAN system.
    e. Provide Dual Enrollment students with the use of all IRSC 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 with documented disabilities through the Student Accessibility Services Office. Listed below are the services available to eligible students:
    a. Notetakers
    b. Testing Accommodations
    c. Assistive Technology
    d. Readers
    e. Scribes
    f. Sign Language Interpreters
    g. Alternative Text

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.
    a. Students are responsible for scheduling a meeting with their assigned Advisor to complete their Guided Pathway/Academic Plan, within their first semester.
    b. Students are responsible for communicating any changes to their Guided Pathway/Academic Plan to their high school counselor.
2. Dual enrollment students will be able to access their Guided Pathway/Academic Plan online via their MyPioneerPortal, where it can also be utilized to search for available classes each semester.
    a. 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 with the exception of courses dropped or withdrawn without notification to the counselor.
3. 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 plan. Upon selection of the classes, they may register online for courses approved their high school counselor.
4. IRSC provides high school counselors with online access to:
    - ✦ The student’s Guided Pathway/Academic plan
    - ✦ Transcript of grades
    - ✦ Student Academic Progress Report, 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

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 a student’s GPA and will appear on his/her college transcript.
3. All grades, including “W” for withdrawal, become part of the student’s permanent college transcript and may affect subsequent postsecondary admission and financial aid eligibility.
4. A letter grade of “I” for which coursework is not completed by the end of the following semester will be converted to an “F” or a “U” (Unsatisfactory), depending upon the grading method of the class. Courses evaluated for U graded credit will not convert to any other type of grade.
    a. If a student receives an “I”, it is the sole responsibility of the student to satisfy the requirements for the course and notify the school when the final grade change posts.
    b. An “I” must be reconciled before future dual enrollment eligibility is determined.
    c. If the result of the “I” Incomplete is “U” Unsatisfactory, the student must follow the rule for “Unsuccessful attempts” in the Second and Third Course Attempts section.
5. Section 1007.271(21), F.S. requires the 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.”
6. 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.
7. 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.
8. Grades awarded by IRSC are not subject to change by the Academy 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.

Second and Third Course Attempts

1. Unsuccessful attempts and withdrawals
    a. Dual Enrollment students are expected to contact their instructor and/or high school counselor when facing challenges in a specific course that may lead to an unsuccessful attempt or withdrawal.

b. Students needing to attempt courses more than once will be required to meet with their IRSC assigned advisor prior to any re-enrollment.
c. Students who were unsuccessful in a course cannot take additional dual enrollment classes until they have retaken and completed that course.
d. Students who withdraw from a course cannot take additional dual enrollment classes until they have retaken and completed that course.
e. High school guidance counselors may recommend an alternative course jointly agreed upon by the student and an IRSC assigned advisor via the student's Guided Pathway/Academic plan.
f. Repeated course attempts will be at the student's own expense or they may opt to enroll during the Summer.
g. Students must adhere to all of the College's withdrawal procedures including talking with their instructor before withdrawing from a course.

2. Third Course Attempts
   a. Students who are unsuccessful in a course two consecutive times will not be permitted to enroll for one term (Fall, Spring, or Full Summer) following the term in which they were suspended.
   b. For third course attempts, the Dual Enrollment Exceptions Request form must be submitted to a local IRSC Official, by an Academy Official, describing the reasons for the failed attempts and a plan of action for success.
   c. If a student is approved to take a course for a third time, they may incur a third attempt surcharge for that course and will be at the expense of the student during the Fall, Spring, or Summer semester.

Student Standards of Conduct

1. From IRSC's Student Handbook: The College looks upon 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, efficient operation of the College. Violations of these regulations will be referred to the Vice President for Student Success 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)
2. TRUSTEE Policy Number 6Hx11-7.24: 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.
3. Student Standards of Conduct are applicable on campus, at off-campus locations or activities, and while using College facilities or equipment.
4. 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:

a. To uphold and abide by all College policies and procedures including those of the Campus Coalition Government;
b. To respect each student's right to learn in all educational environments;
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 faculty, staff, administrators, and other persons employed by the College;
f. To respect instructor grading policies and to adhere to the highest standards of academic honesty;
g. To acknowledge and comply with reasonable requests for student assistance or service by College personnel whenever possible;
h. To extend courtesy, integrity, and good citizenship to all individuals at the College;
i. To refrain from engaging in activities or conduct that might discredit or disrupt the College or its employees, students, and visitors.

5. 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.

l. Any act which results in the student being suspended or expelled from the secondary school to which they are assigned by the District.

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 postsecondary courses regardless of the physical location of the course being taught.
    a. IRSC at the request of 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 site dual enrollment instructors must contact IRSC instructional dean/designee to inquire about additional training sessions required for specific disciplines.
    d. Additional training is required for SLS1101 instructors.
3. 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 Trustees.
4. If the parties agree to utilize instructors employed by the Academy, those instructors shall meet the same IRSC certification qualifications as other instructors employed by the Trustees.
5. IRSC and the Academy shall collaborate to ensure full compliance with all IRSC faculty certification procedures and SACSCOC Principles of Accreditation.
6. The President or designee, for the Trustees, shall assign the instructors for all classes offered in accordance with this agreement.
7. A passing grade in a dual enrollment course indicates mastery of the performance standards for the course.
8. IRSC and secondary schools shall collaborate to ensure full compliance accreditation standards regarding the number of college credit courses which may be offered on a high school site.
9. IRSC instructional deans/designee must be granted unrestricted unannounced access to high school dual enrollment classes to observe the quality of instruction.
10. IRSC shall provide all instructors teaching dual enrollment courses with the approved course plans, syllabi, course objectives, learning outcomes assessments, and final exams.

11. 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.
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 are not subject to tuition charges. 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.
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.

Responsibilities:

1. Students enrolled in dual enrollment classes in accordance with this Agreement are exempt from payment of registration, matriculation, and laboratory fees.

2. The Academy may not deny a student access to dual enrollment unless the student is ineligible to participate in the program subject to provisions specifically outlined in this Agreement.
3. Students and/or the Academy are responsible for transportation to and from dual enrollment classes.
4. The President or designee, for the Trustees, shall have the responsibility for the selection of textbook and courses materials in accordance with this Agreement.
5. The Academy 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 Academy, 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 the property of the Academy at the end of the course and must be returned by the student using the course materials. Materials not returned in a timely manner may result in a student fine and delay of receiving new semester materials.
7. The Academy shall be responsible for payment of instructors employed by the Academy for courses offered in accordance with this agreement.
8. The Trustees shall issue payment for instructional time rendered by an instructor employed by the Trustees and in accordance with the current AAUP contract.
9. Insurance fees will be paid by the student unless the Academy provides appropriate insurance for coverage.
10. Class size, locations and time of course offerings will be approved by the President or designee, for the Trustees.
11. 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.
12. Academy counselors and IRSC advisors will work collaboratively to ensure students' dual enrollment registration eligibility.
13. 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 the Academy. Registration deadlines established by the Academy, however, cannot exceed the last date of registration allowed by IRSC. Academies without established deadlines shall use IRSC's established deadlines.
    b. 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. Parents should review the course syllabus before enrolling their student to determine if the content is age appropriate. All IRSC course syllabi may be accessed and reviewed at https://irsc.simplesyllabus.com/en-US/syllabus-library.
    c. Courses will be selected to meet degree/certificate requirements in order to minimize student, Academy, college and state costs for excess hours.
    d. 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.

9. Dual Enrollment Students must maintain their ongoing eligibility requirements, which include those requirements stated hereinabove at paragraph Eligibility and Access, subparagraphs 1, 2, 3, 10, 12, 14, 15, and 18.

e. 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.

14. The Academy must notify IRSC's Vice President for Student Success if one of their new or participating 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.
15. The Academy must notify an IRSC Dual Enrollment Official if one of their participating dual enrollment students has been expelled from his/her secondary school.
16. IRSC must notify the Academy if a dual enrollment student is expelled from IRSC.

Financial Arrangements –Tuition and Cost Sharing:

1. As required by the Florida Legislature, the Academy shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to Indian River State College (IRSC) for instruction taking place on any IRSC campus. For 2023 - 2024, the standard college credit tuition rate at a Florida College System institution (F.S. 1009.23) is $71.98 per credit hour or $2.33 per vocational clock hour. Online dual enrollment courses which originate at an IRSC campus and are taught by IRSC faculty are subject to this provision. Indian River State College will invoice the Academy for dual enrollment courses taken by high school students on IRSC campuses. The College will invoice for the total number of credits taken by high school students during the Fall and Spring Semesters. There will be no billing for dual enrollment courses conducted during the Summer Semesters.
2. The College's invoice for dual enrollment will itemize the following information:
    a. Student's name;
    b. Prefix and title of dual enrollment course;
    c. High School Name;
    d. Number of credits;
    e. Total number of credits for all students, and;
    f. Total amount due.
3. When dual enrollment instruction is provided on the high school site by an Indian River State College faculty member, the Academy shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the college to provide the instruction. On-line dual enrollment courses which are taught by an Indian River State College faculty member are subject to this provision.
4. When a dual enrollment course is held on the high school campus and instruction is provided by Academy faculty, the Academy is only responsible for the College's actual costs associated with offering the program. Indian River State College and the

Academy agree to share in these other actual costs; therefore, no charges will be assessed. On-line dual enrollment courses which are taught by Academy faculty approved by IRSC to teach the course are subject to this provision.

5. The College will invoice the Academy twice, on October 16th, 2023 and on February 12th, 2024, during the 2023-2024 school year. The invoice is payable 30 days from the date of the invoice.
6. Payments by check are the preferred method of payment. For payments made via credit card, a surcharge of 2.6% of the total amount due will be added.

ARTICLE III. <u>Evaluation of the Agreement</u>: 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.

In the unlikely event of any local natural disaster or pandemic, which may disrupt program services and or access to these services, the post-secondary institution may make modifications to this agreement as supported by F.S. 1007.271 and communicated to the secondary institution in writing by the Vice President for Student Success within 30 days of the change.

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:

THE DISTRICT BOARD OF TRUSTEES OF Indian River State College	Somerset College Preparatory Academy
_____	_____
Anthony D. George Jr., Chair	Principal – Erika Rains
Date**:** _____	Date:_____

Attest**:** _____
Timothy Moore, Ph.D., President