

## DUAL ENROLLMENT AGREEMENT

Indian River State College  
And  
Anchored Academy

Whereas Section (s) 1007.271 (24), **Florida Statutes**, requires state colleges and Private Schools to develop comprehensive Dual Enrollment Articulation agreements, the **District Board of Trustees for Indian River State College**, hereinafter referred to as the **TRUSTEES**, and **Anchored Academy**, hereinafter referred to as the **PRIVATE SCHOOL**, 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, 2024, 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) The parties may amend this agreement to comply with legislative updates upon receipt of further instructions or guidance from the Florida Department of Education.
- D) Either party shall have the right to terminate this Agreement by delivery of written notice to the other party not less than sixty (60) days prior to the effective date of said termination.
- E) 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.
- F) 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, by their duly authorized representatives, have signed this Agreement as of the date first above written.

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

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

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

**Eligibility and Access:**

1. Students must be enrolled as a





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

### **Course Lists and Credit:**

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

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 enroll

- b. Students must be in 11th or 12th grade.
- c. Students must demonstrate college readiness on Common Placement Exams or Alternative Placement Exams as provided under SBE Rule 6A-10.0315.
- d. Students must h

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

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

**Student Eligibility and Access:**

- a. Students must be in 10<sup>th</sup>, 11th or 12th grade.
- b. Students must demonstrate college readiness via a common or alternative placement exam to participate in college related courses.
- c. Students may participate with a minimum of a 2.5 unweighted GPA and has demonstrated college readiness on a Common or Alternative Placement Exam.
- d. Students must be on track to graduate from high school.
- e. 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 –



## **Exceptions**

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

## **Summer Enrollment:**

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

## **Student Support:**

1. IRSC staff members and High school counselors and will work together to ensure that each student meets the academic eligibility requirements for Dual Enrollment courses.
2. High school guidance counselors are responsible for assisting the student to identify college courses that are

- e. Provide Dual Enrollment students with the use of all of IRSC's academic support resources. Students are encouraged to util

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

**Grades**

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

- b. Students who were unsuccessful in a course cannot take additional Dual Enrollment classes until they have retaken and completed that course.

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

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

**Instructional Quality and Evaluation:**

1. The Trustees shall accept the resty 69JJ-0.002 Tc 0.002 Tw 1.6 212 Tde9c

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.

10. When Dual Enrollment instruction is provided on the high school site by an Indian River State College faculty member, the Private school shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the college to provide the instruction. Online Dual Enrollment courses which are taught by an Indian River State College faculty member are subject to this provision.
11. When a Dual Enrollment course is held on the high school campus and instruction is provided by Private school faculty, the Private School is responsible for the College's actual costs associated with offering the program. Indian River State College and the Private School agree to share in these other actual costs; therefore, no charges will be assessed. Online Dual Enrollment courses which are taught by Private school faculty approved by IRSC to teach the course are subject to this provision.

### **Responsibilities:**

1. Students enrolled in Dual Enrollment classes in accordance with this Agreement are exempt from payment of registration, matriculation, and laboratory fees.
2. A Private School 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 Private School 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 Trustees shall provide the instructional materials used in courses offered in accordance with this Agreement. The President or designee, for the Trustees, 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 College at the end of the course and must be returned by the student using the course materials. Materials not returned in a timely manner will result in a student fine and delay in receiving new semester materials.
7. The Private School shall be responsible for the payment of instructors employed by the Private School for courses offered in accordance with this agreement.
8. The Trustees shall issue payment for an 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 Private School 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. Private School 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 Private School. Registration deadlines established by the Private School, however, cannot exceed the last date of registration allowed by IRSC. Private Schools 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, Private School, college, and state costs fo

Øifi6 (r)3



This agreement may be signed in separate parts.

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

**THE DISTRICT BOARD OF TRUSTEES**  
**Indian River State College**

**ANCHORED ACADEMY**

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

\_\_\_\_\_  
Rachel Heddings, President

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

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

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