

## DUAL ENROLLMENT AGREEMENT

Indian River State College  
And  
Youthserv Academy, Inc.

Whereas Section (s) 1007.271 (24), Florida Statutes, requires state colleges and Private Schools to develop comprehe

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 student in a Florida public or nonpublic secondary school (grades 6-12), or 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 schools in our geographical region





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



- 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 have a minimum of a 3.0 unweighted GPA.
- e.

Course Number	Course Title	College Credits
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



## 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 also meet high school graduation requirements; see Dual Enrollment Course Offerings on the IRSC Dual Enrollment Page at the college website: [ig](#)

- e. Provide Dual Enrollment students with the use of all of IRSC's 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

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fElectronic 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 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 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 Private School 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. Students needing to attempt courses more than once will be required to



- 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 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 post-secondary courses regardless of the physical location of the course being taught.
  - a. IRSC at the request of the 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 /Lbl- 1s2 (t)2 (i) (ug)10 (us)(et)2 (e t)12 (h)10 (e











This agreement may be signed in separate parts.

IN WITNESS WHEREOF, the parties have caused this instru