

Indian River State College  
And  
Okeechobee Christian Academy

Whereas Section (s) 1007.271 (24), \_\_\_\_\_ requires state colleges and Private Schools to develop comprehensive Dual Enrollment Articulation agreements, the \_\_\_\_\_, hereinafter referred to as the \_\_\_\_\_, and \_\_\_\_\_, hereinafter referred to as the \_\_\_\_\_, 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

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>

\_\_\_\_\_ 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>





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.

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.

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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 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. \_\_\_\_\_ 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



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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.

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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.

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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](#)



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

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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. 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 other students, faculty, staff, administrators, and other persons empl(st)Tj0 Tc04 (l)124 (f)-2 Jd(e8c 0.006 Twc)J0 Tc 0 Tw 2.51 0 T

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.
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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 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 Private School, those instructors shall meet the same IRSC certification qualifications as other instructors employed by the Trustees.
5. IRSC and the Private School 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 with accreditation standards regarding the number of college credit courses which may be offered on a high school site.
9. IRSC instructional deans/designees 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

12. All adjunct faculty teaching Dual Enrollment courses shall be provided with electronic access to the IRSC Adjunct Faculty Handbook and

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.

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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 a [REDACTED] is [REDACTED]



- 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 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.
- e. Dual Enrollment Students must maintain their ongoing eligibility requirements, which include those requirements stated hereinabove in 0.002 Ts8..D 4 BDC 0 g12 0 0 1



This agreement may be signed in separate parts.

, 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: