

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 _____ and _____ hereinafter referred to as the _____ have made the following determinations:

- A. Terms of this Agreement shall commence July 1, 2022, or on the last date approved by either party, whichever is later and end June 30, 2024, 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

, the parties agree as follows:

Alternative Placement Tests a2t8	Reading	English/Writing	Mathematics
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Dual Enrollm

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

Course Number	Course Title	College Credits

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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 Office of Articulations and Partnerships at IRSC.
 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.

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1. Students will be eligible to enroll in a maximum of 12 credits over the Summer.
 2. Students are eligible to enroll in a maximum of 6 credits in Summer Session A.
 3. Students are eligible to enroll in a maximum of 6 credits in Summer Session B.
 4. 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.

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1. IRSC staff members and high school counselors will work together to ensure that each student meets the academic eligibility re

- d. 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.
- e. Repeated course attempts will be at the student's own expense or they may opt to enroll during the summer when no tuition is charged to the high school.
- f. 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.

- 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 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)
- 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

- 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.

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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 and by the Southern Association of Colleges and Schools Commission on College's Principles of Accreditation.

2. In all cases, faculty must meet IRSC faculty credentialing criteria based on SACSCOC Guidelines. 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 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.
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.

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1. Service region Charter schools may be approved to offer up to four (4) dual enrollment courses at high school sites within an academic year.
 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 Office of Career Pathways and Partnerships Agreements. The request will be

forwarded to the appropriate Instructional Dean and they will collaborate with the school designee to add the course.

3. In general, high schools will not be approved for more than 14 credit hours. 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 Office of Career Pathways and Partnership Agreements and the Chief Academic Officer.
4. Each additional course must be approved by the Career Pathways and Partnership Agreements to ensure that sites do not exceed course and section limits, per SACSCOC requirements.
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 or she would not be charged tuition. (S)1 (t)2 (l)1 (l)2 (R) CTJ6 (o)4 (c) (oe acr)7 (uc)4by32scs sh(o t7)39 (sld c(3o t7oo f)2)10 (4 (c))2 (sh)10 (h(bera

- 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.
 - 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 16.
 - 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 of Student Affairs 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 the Director of Articulations and Partnerships 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.

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 2022 - 2023, 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

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:

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