

**DUAL ENROLLMENT AGREEMENT BETWEEN  
ISLAND CHRISTIAN SCHOOL  
AND  
FLORIDA KEYS COMMUNITY COLLEGE**

**WHEREAS**, Florida Statutes (F.S.), allows students to participate in Dual Enrollment from a Florida private secondary school which is in compliance with s. 10024.2(2) and conducts a secondary curriculum pursuant to s. 1003.428 or s. 1003.4282.

**WHEREAS**, the Island Christian School hereinafter referred to as "ICS", and the District Board of Trustees of Florida Keys Community College, hereinafter referred to as "FKCC" desire to implement the above statute, an articulation agreement has been created.

The term of this agreement shall commence August 31, 2018, and end August 31, 2019. This agreement shall continue for annual terms beginning August 31, 2018 unless terminated as hereinafter provided.

- A. ICS and FKCC shall review jointly this Agreement and performances of parties hereunder each year in order to assure both parties that it continues to serve their mutual interest.
- B. Either party shall have the right to terminate this Agreement by delivery of written notice to the other party not less than ninety (90) days prior to the effective date of said termination.

**NOW, THEREFORE**, ICS and FKCC for the consideration hereinafter described, agree as follows:

**ARTICLE I. Ratification of Agreements:** The signing of this agreement shall attest to the ratification of the Dual Enrollment Agreement between ICS and FKCC.

**ARTICLE II. Program Description:** The Dual Enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion, a career certificate or an associate degree. Dual Enrollment, an articulated acceleration mechanism between ICS and FKCC, shall serve to shorten the time necessary for students to complete the requirements associated with the conference of a degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject by offering co-sponsored college credit courses to eligible high school students as provided in the Interinstitutional Articulation Agreement. Students enrolled are exempt from the payment of registration, tuition, and laboratory fees to FKCC.

Early admission is a form of Dual Enrollment permitting high school students to enroll in college or career courses on a full-time basis at FKCC. Early Admission students must be enrolled in their local high school and obtain advance approval from their high school principal to participate in the program ensuring that their college credits apply toward high school graduation. Participation in early admission shall be limited to students in grades 11 and 12. A student must enroll in a minimum of 12 college credit hours per semester or the equivalent to 12 college credit semester hours to participate in the early admission program; however, a student may not be required to enroll in more than 15 college credit hours per semester or the equivalent.

Career early admission is a form of career Dual Enrollment through which eligible secondary students enroll full time in a career center or a community college in courses that are creditable toward the high school diploma and the certificate or associate degree. Participation in the career early admission program shall be limited to students who have completed a minimum of six semesters of full-time secondary

enrollment, including studies undertaken in the ninth grade. As with all Dual Enrollment programs, students earn both high school and college/career credits for courses completed.

For special programs, a letter of understanding will be submitted to ICS and FKCC to approve parameters of the program before advertised to the public.

FKCC and ICS do hereby agree with each other as follows:

1. **Course Offerings** – College-level courses including college credit and vocational credit may be offered by FKCC for high school students participating in the Dual Enrollment Program. Eligible secondary students shall be permitted to enroll in postsecondary courses conducted during school hours, after school hours and during summer terms. Students who meet the Dual Enrollment eligibility requirements shall be allowed to enroll in select courses on the *Dual Enrollment - High School Subject Area Equivalency List*, <http://www.fldoe.org/articulation>. Courses on this list are guaranteed to satisfy high school graduation subject area requirements. ICS will assign high school credit for Dual Enrollment courses as defined by the *Dual Enrollment - High School Subject Area Equivalency List*. Students may also enroll in other approved courses offered by FKCC that are listed in the Statewide Course Numbering System. These courses will count as elective credit toward high school graduation unless otherwise listed below.

Courses of less than three college credits with the exception of courses designated as lab courses shall not be eligible for Dual Enrollment. Courses with lab fees over \$225 shall be excluded from eligibility for Dual Enrollment.

Approved courses shall be credit-bearing courses leading to the completion of an associate degree or vocational certificate and shall not include remedial or physical education skills courses.

Approval to enroll in a Dual Enrollment course does not guarantee applicability toward satisfaction of requirements for eligibility for Bright Futures scholarships.

2. **Faculty** - FKCC shall assume responsibility for the maintenance of the instructional quality (F.S. 1007.235(2)(b)8.). Dual Enrollment instructors teaching courses that are part of the high school schedule shall be ICS teachers selected through mutual agreement between FKCC and the respective high school principal or regularly employed faculty of FKCC. A high school teacher selected to teach Dual Enrollment will be designated as an adjunct faculty member of FKCC and must adhere to the following standards:
  - (a) All full-time or adjunct faculty teaching dual enrollment courses must meet FKCC's faculty credentialing requirements that are in compliance with the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2012 Edition, section 3.7.1, for postsecondary instructors in the course and discipline in which they are teaching. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. FKCC shall ensure faculty teaching Dual Enrollment courses meet these qualifications.
  - (b) Postsecondary transcripts of all full-time or adjunct faculty teaching Dual Enrollment courses must be filed with FKCC, regardless of who employs or pays the faculty member's salary. For dual enrollment courses taught on high school campuses, the faculty transcripts must be submitted to the postsecondary institution for filing.

- (c) FKCC shall provide all full-time and adjunct faculty teaching Dual Enrollment courses with a copy of the faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein. Any exceptions to such requirements must be noted in this Interinstitutional Articulation Agreement.
- (d) FKCC shall provide all full-time and adjunct faculty teaching Dual Enrollment courses with a current student handbook detailing information that includes, but is not limited to, add/drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Faculty shall adhere to the guidelines, rules, and expectations therein that apply to faculty. Any exceptions to such requirements must be noted in the District Interinstitutional Articulation Agreement.
- (e) FKCC shall provide all adjunct faculty teaching Dual Enrollment courses with a full-time faculty contact or liaison in the same discipline.
- (f) All full-time and adjunct faculty teaching Dual Enrollment courses, regardless of location of instruction, shall be observed by the respective academic dean or his/her designee and evaluated based on the same criteria used for all other full-time or adjunct faculty delivering college courses at FKCC.
- (g) FKCC shall provide all full-time and adjunct-faculty teaching Dual Enrollment courses with a copy of course plans and objectives for the college course they are teaching at least two weeks before the beginning of each semester. In addition, faculty shall be provided with information on additional requirements related to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the term.
- (h) All full-time and adjunct faculty teaching Dual Enrollment courses shall file a copy of their current course syllabus with the College's department chair prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at that institution.

3. **Student Eligibility** – ICS and FKCC have developed enrollment criteria and a screening process to identify and select students for enrollment in Dual Enrollment Programs as to assure that students selected are appropriately prepared to benefit from college-level courses. The enrollment criteria are:

- Student must be an eligible secondary student as defined in Florida Statute 1007.271 with an unweighted high school GPA of 3.0 and demonstrated readiness for college course work through scores on the College Placement Test (CPT), Postsecondary Educational Readiness Test (PERT), ACT, FCAT 2.0 and/or SAT. For students who do not meet the GPA requirements, the high school principal may make a recommendation to the Vice President of Academic Affairs to grant an exception. The high school principal will draft a letter providing evidence as to why an exception should be made for the individual student. The Vice President of Academic Affairs will make a decision based upon evidence presented by the principal which would indicate that the student is capable of academic success in a college level setting.
- Recommendation from the guidance counselor, assistant principal or the principal.
- Expressed intent by the student to pursue a postsecondary degree or vocational certificate.

- In addition to prerequisites listed in the current FKCC Catalog, if a course has no placement prerequisite, the students must score at college level reading on the CPT, PERT, ACT, SAT, or FCAT 2.0.
- Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), F.S. and Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by FKCC provided that the Dual Enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by ICS 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.
- In order to remain eligible for college credit coursework, students must maintain the high school grade point average required for initial enrollment.
- Students whose FKCC grade point average falls below 2.0 will be placed on academic probation.
- Students whose FKCC cumulative grade point average falls below 1.0 will not be eligible for Dual Enrollment.
- In order to be considered a full-time Dual Enrollment Early Admission student, the student must enroll in a minimum of twelve (12) college credit hours each semester.
- Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a Dual Enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.

ICS guidance counselors or designee will monitor student performance and eligibility for Dual Enrollment.

4. **PERT Testing** – The PERT may be administered to high school students by FKCC upon request by the ICS high school principal or counselor at times and locations based on mutual agreement. This test date will vary by campus. The 45-day waiting period can be waived by request of the principal or counselor.

To be permitted to take the PERT for Dual Enrollment purposes, all students must complete the Dual Enrollment Application for Admissions form. The student must bring the completed form to the FKCC assessment staff member on the date the test has been scheduled.

5. **Student Advising** – High school counselors are responsible for advising students relative to their Dual Enrollment curricular choices and insuring that they meet the requirements for high school graduation. FKCC communicates as needed with high school counselors regarding degree/course requirements.

All students are strongly encouraged to meet with their high school guidance counselors to determine the appropriate courses to meet their high school graduation requirements and count toward postsecondary academic goals. This step applies to students taking classes at the high school location as well as to those enrolled at an FKCC campus.

Dual enrolled students will have the same access to advising and program planning tools and resources that traditional college students have. In addition students with disabilities will have access to high school guidance counselors in coordination with the Disabled Student Services Coordinator.

Students will be provided access to a qualified college advisor (Dual Enrollment coordinator, academic advisor, etc.) on an appointment basis throughout the year. Before registering for Dual Enrollment courses, all students must meet with their high school counselor for advising and approval of course selection.

The College and ICS will make use of jointly agreed-upon advising documents designed to assist students with program planning and course decisions.

A formalized process has been designed between the high school counselor and the College. The information listed below has been added to the Dual Enrollment Authorization form and the Dual Enrollment Application for Admissions.

- a) Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on their college transcript.
- b) All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.
- c) While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age/or maturity.
- d) Students should carefully select courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
- e) In order to continue participation in dual enrollment, students must maintain a 3.0 un-weighted high school GPA.
- f) Dual Enrollment students should utilize the Degree Program Requirement resources provided on the Florida Virtual Campus web site ([floridashines.org](http://floridashines.org)) to minimize enrollment in a random selection of FKCC courses.

6. **Student Registration** – Students and parents who wish to exercise their option to participate in Dual Enrollment must follow the enrollment process below:

1. Think about your education and career goals. The website Florida Shines is an excellent educational planning website.
2. Browse through the FKCC College Catalog can identify the degree programs and courses that interest you.
3. Meet with your school counselor to discuss your goals and the FKCC accelerated education options that can help you reach them.
4. Arrange for free college placement testing (PERT) if you plan to enroll in college credit classes and have not taken an appropriate college placement test.

- a. Students must make an appointment to take the PERT test.
  - b. To make an appointment, students must complete the PERT Authorization form with their counselor and return it to FKCC with their completed Dual Enrollment Application for Admission.
  - c. Alternatively, the counselor can call the testing coordinator at the appropriate campus to schedule an appointment and the student must show up 30 minutes prior to testing with all completed forms.
  - d. Once the student has been assigned a student ID by FKCC, they may take the PERT test.
  - e. Students are responsible for returning test scores to their high school counselor.
5. Complete all sections of the Dual Enrollment Authorization form and secure all the required signatures.
  6. Return the Authorization form to FKCC Advising Services.

For students taking Dual Enrollment courses on the high school campus, a student must meet with their high school counselor to complete the Dual Enrollment Application for Admission. The Dual Enrollment Application for Admission includes certification of a student's eligibility in regard to grade point average and assessment scores. This application is available through the College's website at <https://www.fkcc.edu/current-students/dual-enrollment/>. A student must be admitted as a student at FKCC to enroll in a Dual Enrollment course taught on the high school campus. Therefore, high schools may not list a Dual Enrollment course on a student's high school schedule until FKCC approves the course roster.

For students taking Dual Enrollment courses on the college campus, a student must meet with their high school counselor to complete an appropriate Application for Admission then submit this document along with the Dual Enrollment Authorization form to FKCC.

ICS will provide rosters and the Dual Enrollment Application for Admission for Dual Enrollment courses offered on their campus to the office of Enrollment Services no later than two weeks from the start of their term.

ICS instructors will enter their final grades via the FKCC online services no later than three days from the end of their term.

7. **Curriculum Standards** – In compliance with FKCC's academic policies and Florida Rule 6A-14.064, F.A.C., the following curriculum standards shall be adhered to:

All courses taught as part of Dual Enrollment must meet the postsecondary course content requirement as specified in the Statewide Course Numbering System.

- a) Dual Enrollment courses taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, FKCC shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes. Assessments shall be provided to the high school campus Dual Enrollment course instructor by the college at least two weeks before the beginning of the semester to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to FKCC and held on file for a period of one (1) year.
- b) Textbooks and instructional materials used in Dual Enrollment courses must be the same or comparable with those used with other courses at FKCC with the same course prefix



and number. FKCC will advise the school district of instructional material requirements as soon as that information becomes available, but no later than 45 days prior to a course being offered.

- c) Course requirements such as tests, papers, or other assignments for Dual Enrollment students must be at the same level of rigor or depth as those for all Non-Dual Enrollment postsecondary students. All full-time and adjunct faculty teaching Dual Enrollment courses must observe FKCC's procedures and deadlines for submission of grades in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a Dual Enrollment course.
- d) Dual Enrollment courses taught on a high school campus shall ensure minimal interruptions of instructional time. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.
- e) Dual enrollment courses may not be combined with other high school courses.

8. **Grades, Credits and Withdrawals** – ICS will accept Dual Enrollment course grades from FKCC's official college transcript or other official notification from FKCC, and will enter the SCNS course prefix/number and grade, including a "W" code to the high school transcript.

- If the high school student withdraws from a college course by the college "drop-add" deadline and the FKCC transcript does not reflect a course or grade, the high school can omit the entry of the postsecondary course to the high school transcript.
- If a student withdraws from a Dual Enrollment course and FKCC coded the withdrawal with a "W" code, the high school must enter a "W" code for the Dual Enrollment course to the high school transcript.

9. **Repeating a Course** – A student is allowed to repeat a course only two times in order to improve a failing grade ("D" or "F"). Only the last grade earned in a repeated course will be computed into the grade point average, provided the last assigned grade is not a "W" (withdrawal) or an "X" (audit). However, all courses attempted will appear on the transcript. Students should be aware that some private or out-of-state colleges and universities may not accept a repeated course and may compute the initial grade in the grade-point average. Some Florida State Universities may include both attempts (grades) in their final computation of the grade point average. Students may not repeat a course to improve grade point average after the awarding of the Associate in Arts, Associate in Science, and/or the Associate in Applied Science degrees. Courses may be repeated if they are designated as repeatable, such as choir, music or other individualized courses of study; or if they are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

10. **Total Attempts** – This policy applies to college-level courses taken for the first time beginning with Fall Semester 1997. Only Florida Keys Community College Courses are counted in attempts. Repeatable courses, required to be repeated by a regulatory agency, or courses being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification, will not be applied to this policy. A student can only repeat a course in which they have earned a grade of "D" or "F". A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. On the third attempt, and thereafter a student will be assessed 100% of the full cost of instruction (non-Florida resident rates) of the course. A fourth attempt may be allowed only through an

academic appeals process based on major extenuating circumstances. Audit enrollments shall not count as attempts unless such enrollment is declared after the end of the drop/add period.

11. **Financial Arrangements (Responsibility for Cost)** – ICS shall pay the standard tuition rate per credit hour to the institution providing instruction when such instruction takes place on the postsecondary campus to cover instructional and support costs incurred by the postsecondary institution.

When Dual Enrollment is provided on the high school site by FKCC faculty, ICS shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the postsecondary institution to provide the instruction.

When Dual Enrollment is provided on the high school site by ICS faculty, ICS shall be responsible only for the postsecondary institution's actual costs associated with offering the program. Accordingly, FKCC will submit an invoice to ICS at the end of the Add/Drop period of each term (fall, spring, summer) that reflects the costs of enrollment (credit hours of Dual Enrollment students enrolled in courses in face-to-face, hybrid, or online formats) as of end of the drop/add deadline on campus times the standard tuition rate \$71.98 and for classes held at the high school, the salary and travel reimbursement for FKCC instructors who taught Dual Enrollment courses at the high schools;

12. **Textbooks** – Textbooks/instructional materials used in Dual Enrollment classes must be the same with those used in other postsecondary courses at the College with the same course prefix and number. FKCC Instructional staff will advise ICS of instructional material requirements as soon as that information becomes available, but not later than 45 days prior to a course being offered. Textbooks shall be provided to the student at no cost. Textbooks purchased by ICS remain the property of the ICS.
13. **Transportation** – Transportation for any student receiving Dual Enrollment instruction at any facility other than an ICS school campus shall be provided by the student or the parent of such students.
14. **Tuition and Fees** – Dual Credit students shall be exempt from the payment of registration, tuition, laboratory fees (1007-271(13) F.S.) to FKCC. ICS shall be responsible for payment as outlined in section 11 (Financial Arrangements) above.



IN TESTIMONY WHEREOF, THE ISLAND CHRISTIAN SCHOOL, FLORIDA  
AND THE  
DISTRICT BOARD OF TRUSTEES OF FLORIDA KEYS COMMUNITY COLLEGE

Hereto have caused this contract to be executed by the undersigned officials as duly authorized on this  
9 day of July 2018.

ISLAND CHRISTIAN SCHOOL, FLORIDA


BY:  \_\_\_\_\_  
Principal, Terri White

7/9/18  
8/2/18  
\_\_\_\_\_  
Date

BY:  \_\_\_\_\_  
Registrar, Linda Makepeace

7/9/18  
8/2/18  
\_\_\_\_\_  
Date

THE DISTRICT BOARD OF TRUSTEES OF FLORIDA KEYS COMMUNITY COLLEGE

BY:  \_\_\_\_\_  
Chairperson, Stephanie Scuderi

7-9-2018  
\_\_\_\_\_  
Date

BY:  \_\_\_\_\_  
President, Dr. Jonathan Gueverra

7-9-2018  
\_\_\_\_\_  
Date