

# John Carroll High School



## Dual Enrollment Handbook

**2025-2026**

REVISED SEPTEMBER 2025

## ***What is Dual Enrollment?***

Dual Enrollment courses allow high school students to earn both high school diploma credit and college credit toward an associate's or bachelor's degree at a Florida public college or university. These courses are taken through Indian River State College (IRSC), and students must meet both JCHS and IRSC criteria to enroll in DE courses. Students should be very careful and always look ahead to the future college they hope to attend after graduation. It is wise for students to contact the admission offices of their potential colleges and universities and inquire whether the institution accepts dual enrollment credits and how the particular coursework they complete through IRSC will be applied.

While a degree is not guaranteed, eligible students can save time and money by participating in Dual Enrollment. When offered, students can take dual enrollment courses on the John Carroll campus and will be offered a protected period to work on any online courses during the school day. In addition, rising juniors and seniors who are already established dual enrollment students with a minimum of three earned credits may apply to participate in the Junior and Senior Off-Campus Privilege Option.

*Dual Enrollment coursework is college coursework.* 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 or maturity.

The grades earned from Dual Enrollment courses, including any Ws, Ds, or Fs, will always remain on the student's college transcript and may affect postsecondary admission.

## ***Tuition***

- Dual Enrollment students are exempt from application fees, tuition, and laboratory fees, including the cost of textbooks. Students will not be reimbursed for any textbook purchases made out of pocket.
- Dual Enrollment students are exempt from being charged or making payment for second-attempt classes under any circumstances.
- JCHS will not fund any second-attempt classes and students will be withdrawn from the program.
- Monitor the IRSC Pioneer Portal for financial aid availability. Once available, required textbooks are provided at no additional cost by IRSC.

## ***Who is eligible for Dual Enrollment?***

- Rising sophomores, juniors, and seniors
- Students who attend a mandatory JCHS information session
- Students who have a minimum 3.0 unweighted GPA
- Students who have earned at least a 'B' in a correlating subject
- Students who are on track to graduate with their cohort
- Students who earn a minimum score on the P.E.R.T., ACT, or SAT
- Students who have parental permission

## ***JCHS Dual Enrollment Checklist***

- INFORMATION SESSION** - Mandatory attendance!
- JCHS/DE CONTRACT** - Student and parent/guardian must review, sign, and return.
- IRSC APPLICATION** - ***Once approved***, a link to the application will be emailed.
  - Complete the application with a parent or guardian.
  - [Admissions Application Instructions](#)
  - Use a personal email - Not your JCHS email address! If you don't have a professional sounding email, this is your time to create one.
  - Email #1
    - Click Sign In. Create an account. Enter your personal email address and create a password. A *TIME-SENSITIVE* verification email will be sent to your email. The link will only be active for 24 hours.
  - After creating the account, **SAVE your email and password!**
  - Once your account has been activated, sign in and continue your application.
  - Use the following answers when filling in the application:
    - Academic Level = **Associate**
    - Program of Study = **Dual Enrollment**
    - Anticipated Start = **Choose the semester you will start**
    - Campus = **John Carroll Catholic High School**
    - Student Type = **Dual Enrollment**
  - Email #2
    - You will receive another *TIME-SENSITIVE* email! Follow the instructions and access the Dual Enrollment Program Agreement form (508 Form). Be sure to add your IRSC Student ID# in the upper-right corner of the form. Bring this form to Mrs. Smith for her signature. Mrs. Smith will sign, scan and email the 508 form back to the student. Once received, upload the form to your application.
  - Email #3
    - You will receive another *TIME-SENSITIVE* email within 48 hours with instructions on how to activate your Rivermail email address and your Pioneer Portal. This must be completed in order to register for courses.
- TAKE THE PERT** (Postsecondary Education Readiness Test) **or submit your SAT or ACT scores.**
  - [Schedule your P.E.R.T. test.](#)
  - Remember, you must reach a minimum score to register for courses.*
  - You may bypass the PERT if you have a minimum PSAT, SAT, ACT, or CLT score.
  - Please review the benchmark scores:

- PERT: Reading - 106, Writing - 103, Math - 114
- SAT: Reading Test - 24, Writing & Language Test - 25, Math Test - 24
- DIGITAL SAT: Reading & Writing - 490, Math - 480
- PSAT/NMSQT & PSAT 10:
  - Reading Test - 24, Writing & Language Test - 25, Math Test - 24
- DIGITAL PSAT: NMSQT & PSAT 10: Reading & Writing - 490, Math - 480
- ACT with Writing or ACT, Inc: Reading - 19, English - 17, Math - 19
- CLT: Verbal Reasoning and Grammar/Writing - 38, Quantitative Reasoning - 16
- DUAL ENROLLMENT ORIENTATION
  - This is an online review: <https://express.adobe.com/page/nn8veBn5JDqih/>
- IRSC ACADEMIC ADVISOR
  - Download the QLess app to your phone.
  - Make an appointment to meet with an IRSC Academic Advisor. (Through the QLess app).
  - Establish an *Academic Plan* with your advisor
- And finally, **REGISTER** for courses.
  - Students will self-register through their portal.
  - Students are highly encouraged to begin the program with SLS 1101, Student Success.
  - Please reach out to the DE Coordinator before registering! [jsmith@johnncarrollhigh.com](mailto:jsmith@johnncarrollhigh.com)

## ***P.E.R.T. - Postsecondary Education Readiness Test (P.E.R.T.)***

***Students must demonstrate college readiness in Computation (math) to take math courses and in Communication (reading & writing) to take non-math courses.***

### *Frequently Asked Questions (from the IRSC website)*

#### ***What sections are included in the P.E.R.T.?***

- Reading, writing, and math.
- The P.E.R.T. math sub-test will not place students into MAC 1140, MAC 2233, MAC 1114, MAC 1147, or MAC 2311. If students wish to be placed into a higher-level math course, they must score a 135 on the P.E.R.T. math section and then take the Next Generation Advanced Algebra and Functions (AAF) subtest in the same sitting. The same AAF scores still apply to higher-level placement. Students will not need to pay an additional testing fee to take the AAF section.

#### ***How many questions are on the test?***

- There are 30 questions per test section, for a total of 90 questions. Each section has 25 scored questions and five field test questions.

#### ***What is the score range for the P.E.R.T.?***

- 50-150

***How much does the P.E.R.T cost?***

- Students will not have to pay for their first P.E.R.T. testing session with IRSC. However, the fee for each additional session will be \$20.

***Is the P.E.R.T a timed test?***

- No. It is an untimed test. Each section of the P.E.R.T. takes approximately one hour, and the entire test can take about three hours or more to complete, so plan accordingly. The test must be completed in one session without any breaks.

***What happens if I do not arrive on time for my testing appointment?***

- If you are late for your appointment, you must reschedule. If you are unable to keep it, you can cancel and/or reschedule it. This allows us to accommodate other students needing to take the P.E.R.T.

***Is there a study guide and sample test for the P.E.R.T?***

- Yes, please visit the Tutoring Center link: <https://irsc.libguides.com/TutoringCenters/PERT>

***Can I use a calculator on the test?***

- There is a calculator built into the P.E.R.T. testing system. It will automatically “pop up” if the question allows the use of a calculator. However, personal or handheld calculators are not permitted.

***How often can a college student take the P.E.R.T.?***

- Students must wait 7 days before retesting on the same P.E.R.T. subtest, and students are strongly encouraged to remediate before retesting. There is no limit on the number of retest attempts.

***What are forms of valid photo IDs?***

- A valid photo ID is required for all exams taken at Indian River State College. Acceptable forms of identification include:
  - Current driver's license with photo
  - Current Federal, State, County, or Municipality-issued ID with photo (includes U.S. Military ID)
  - Current Alien Registration Card (Green Card) with photo
  - Current Passport with recent photo
  - S. Passport Card
  - Current High School ID
  - Current Indian River State College ID card
  - *If an ID expires, it becomes invalid after that date. Also, once an ID is broken into more than one piece or has been cut, it is no longer valid. An ID printed on paper, photo paper, or cardboard cannot be accepted for testing.*

***P.E.R.T. Scores expire two years from the testing date and are no longer valid for placement purposes.***

**DE Minimum Test Scores** (Benchmarks subject to change.)

- Minimum scores on PERT, SAT, or ACT
  - PERT - Eng: 103 / Rdg: 106 / Math: 114
  - SAT - ELA: 25 / Rdg: 24 / Math: 24
  - Digital SAT - Rdg & Writing: 490 / Math: 480
  - ACT - ELA: 17 / Rdg: 19 / Math: 19
  - Digital PSAT 10 - Rdg & Writing 490 / Math: 480
  - CLT: Verbal Reasoning and Grammar/Writing: 38 / Quantitative Reasoning: 16

- The conversion to the SAT scores can be found on the student's SAT summary. Students will need to access their College Board account to view their score in each subsection.

- A JCHS guidance counselor can also access this information.

## ***Registration***

- The John Carroll High School Dual Enrollment Coordinator and the IRSC Academic Advisors will work together to ensure each student meets the academic eligibility requirements.
- Students will meet with an IRSC Academic Advisor to develop an Academic Plan based on the student's academic and career goals after high school. Academic Plans will be available to students for the entire duration of their time at IRSC and will help them register for appropriate Dual Enrollment courses. Academic Plans allow students to remain on track and plan for the future.
- An IRSC Dual Enrollment Orientation session is offered online and provides students with additional information about available resources and programs that IRSC uses to support their success.
- Dual-enrolled students will be eligible to enroll in a maximum of 12 credits over the summer, with neither Session A nor Session B exceeding 6 credits, provided IRSC does not change its current policy of no tuition charge during summer terms.

**John Carroll High School will implement registration deadlines each semester.**

***These deadlines may differ from IRSC.***

## ***Course Selection***

- First-time Dual Enrollment students cannot participate in more than one 3-credit course during their first semester.
- Students will use their Academic Plan to plan and register for courses. Students are also expected to research their intended major at their intended 4-year college to ensure that Dual Enrollment classes apply to their intended study program.
- Classes chosen must meet high school graduation requirements and the student's intended AA program, if applicable.
- Dual enrollment students who fail or withdraw from a course will be withdrawn from the program.
- Textbooks must be returned to the IRSC Main Campus Massey bookstore at the end of the semester. Failure to return materials will incur charges and registration holds.

### **JCHS Restrictions:**

- **ENC 1101 English Composition I:** only open to students in the Fall semester of their senior year.
- **ENC 1102 English Composition II:** only open to students in the Spring semester of their senior year.

### **Please Note:**

During registration, students will be asked to meet with their guidance counselor and the dual enrollment coordinator to discuss their course selections.

Based on a student's academic background, permission to enroll in higher-level math and science courses may be granted. These courses require dedicated time, consistent effort, and in-depth study. Historically, students who take these courses in-person tend to perform significantly better due to the structured learning environment and direct access to instructional support.

Before registering for any of the following courses, students will be asked to meet with their guidance counselor and the dual enrollment coordinator to discuss their course selections.

- **MAC 1105 College Algebra**
- **MAC 1114 Plane Trigonometry**
- **MAC 1140 Precalculus Algebra**
- **MAC 1147 Precalculus/Trigonometry**
- **PHY 1020/L Fundamentals of Physics (with or without Lab)**
- **CHM 1045/L General Chemistry I (with or without Lab)**
- **CHM 1046/L General Chemistry II (with or without Lab)**

## **IRSC Guided Pathways**

An *IRSC Guided Pathway* refers to a structured academic plan designed to guide students toward completing their degree or certificate program efficiently and successfully. These pathways outline recommended sequences of courses and prerequisites tailored to specific programs, meta majors, or career goals, ensuring students meet graduation requirements and are prepared for further education or employment.

Each pathway provides a semester-by-semester plan, detailing required courses, electives and prerequisites to complete a degree or certificate, such as an Associate in Arts (A.A), Associate in Science (A.S.), or Bachelor's degree. Students work with IRSC advisors to customize pathways based on their academic goals, transfer plans, or career aspirations, ensuring alignment with requirements for their intended major or transfer institution.

***For complete details on available programs and degree requirements, please contact an IRSC advisor.***

### **DEGREE & CERTIFICATE PROGRAMS**

#### **INDIAN RIVER STATE COLLEGE: FULL PROGRAM LIST**

<b>ASSOCIATE IN ARTS DEGREE TRACKS:</b>	<b>ASSOCIATE IN SCIENCE/ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS:</b>	<b>BACHELOR OF SCIENCE/BACHELOR OF APPLIED SCIENCE DEGREE PROGRAMS:</b>
Accounting Agriculture (General) Biology (General) Biology (Preprofessional) Business Administration Chemistry Criminal Justice Dramatic Arts/Theatre Economics Elementary and Special Education Secondary Education Engineering English Finance Marketing Foreign Language Health Science History Humanities Mathematics Music Philosophy Physical Education Physics Political Science Psychology Public Administration	Accounting Technology Air Conditioning, Refrigeration and Heating Systems Technology Automotive Service Management Technology Building Construction Technology Business Administration Computer Information Technology Crime Scene Technology Criminal Justice Technology Culinary Management Dental Hygiene Digital Media Technology Early Childhood Education Electrical Power Technology Electrical Engineering Technology Emergency Medical Services Fire Science Technology Graphics Technology Health Services Management Hospitality and Tourism Management Interior Design Technology Marketing Management Medical Laboratory Technology Nursing - R.N. Paralegal Studies/Legal Assisting	Accounting Biology Business Administration Criminal Justice Digital Media Animation, Gaming and Modeling Concentration Digital Media: Graphic Design and Visual Communication Concentration Education-Elementary Education with Reading ESOL Endorsements Education-Exceptional Student Education with Reading and ESOL Endorsements Education- Middle Grades Mathematics Healthcare Management Human Services-Addiction Studies Concentration Human Services-Generalist Concentration Human Services-Youth and Family Studies Concentration Information Technology Management and Cyber Security Nursing (B.S.N.)

Sociology	Physical Therapist Assistant Radiography Respiratory Care Restaurant Management Social and Human Services Sports Turf, Landscape, and Horticulture Science Supervision and Management for Industry Surgical Services	Organizational Management Public Administration-Emergency Planning and Management Concentration Public Administration-Public Policy and Leadership Concentration
<b>CERTIFICATE OF PROFESSIONAL PREPARATION BACHELOR OF APPLIED SCIENCE DEGREE PROGRAMS:</b>	<b>TECHNICAL CERTIFICATES/APPLIED TECHNOLOGY DIPLOMA:</b>	<b>CAREER TRAINING PROGRAMS:</b>
Add-on Reading Endorsement Biomedical Sciences with Reading ESOL Endorsements Educator Preparation Institute with Reading ESOL Endorsements	Accounting Technology Management Accounting Technology Operations Accounting Technology Specialist Air Conditioning, Refrigeration and Heating System Technology AutoCad Foundations Automotive Service Technician Basic Electronics Business Management Business Operations Business Specialist Chef's Apprentice Child Care Center Management Specialization Child Development and Early Intervention Computer Information Data Specialist Computer Programming Specialist Culinary Arts Culinary Arts Management Operations Digital Media Production Digital Media Support Drafting Electronic Technology Emergency Medical Technician Entrepreneurship Event Planning Management General Automotive Technician Graphic Design Production Graphic Design Support Guest Services Specialist Healthcare Informatics Specialist Help Desk Support Technician Home Staging Human Resources Administrator Information Technology Support Specialist Kitchen and Bath Design Landscape and Horticulture Professional Landscape and Horticulture Specialist Landscape and Horticulture Technician Lasers and Photonics Logistics and Transportation Specialist Marketing Operations Medical Coder Biller Paramedic Preschool Specialization Residential Air Conditioning, Refrigeration and Heating Systems Assistant	Automotive Service Technology I Automotive Service Technology II Barbering Carpentry Central Service Technology Correctional Officer: Basic Recruit Training Cosmetology Cosmetology Specialist: Facials (Esthetics) Cosmetology Specialist: Nails Early Childhood Education Fire Fighter-Emergency Medical Technician Combined Firefighting, Basic Recruit Training Florida Law Enforcement Academy Heating, Ventilation, Air Conditioning/Refrigeration (HVAC) 1 Heating, Ventilation, Air Conditioning/Refrigeration (HVAC) 2 Home Health Aide Law Enforcement Officer Crossover from Correctional Officer Medical Assisting Nursing Assistant Pharmacy Technician Phlebotomy Practical Nursing Specialized Career Education, Basic Specialized Career Education, Advanced Welding Technology

	Robotics and Simulation Technician Rooms Division Management Small Unmanned Aircraft Systems and Applications Solar Energy Technician	
<b>APPRENTICESHIP PROGRAMS:</b>		
Air Conditioning, Refrigeration & Heating Apprenticeship Aviation Apprenticeship Culinary Operations Apprenticeship Diesel Technician Apprenticeship Electrical Apprenticeship Mechanical Drafter Apprenticeship Mechatronics Technician Apprenticeship Medical Assisting Apprenticeship Pharmacy Technician Apprenticeship Plumbing Apprenticeship Surgical Technology Apprenticeship Welding Apprenticeship		

Pathways are designed to help students avoid taking unnecessary credits, saving both time and money. Each pathway provides a clear roadmap to guide course selection and reduce uncertainty. ***Students must meet with an IRSC academic advisor to customize their pathway according to their academic goals, transfer plans, or career interests. This ensures their courses align with the requirements of their intended major or transfer institution.***

## **Grades**

- All John Carroll students participating in Dual Enrollment must undergo mandatory grade and progress checks. Students will work closely with JC's DE Coordinator to ensure progress in the course.
- The GPA earned from DE courses is carried with the student as they enter college.
- The grades earned from Dual Enrollment courses, including any Ws, Ds, and Fs, will always remain on the college transcript and may affect subsequent postsecondary admissions. Letter grades below a "C" may not count as successful completion pursuant to state rule SBE Rule 6A-10.030 F.A.C.
- Students who earn a C in a DE course are strongly encouraged to reconsider whether the timing is right for taking college courses.
  - **IMPORTANT: Any student who has earned a C in SLS 1101 Student Success will not be eligible for participation for one semester following the course.** The student will meet with the dual enrollment coordinator before resuming another DE course.
  - **Any student who has earned two Cs in DE will not be eligible for participation for one semester following the second C.** The student will meet with the dual enrollment coordinator before resuming another DE course.
  - Students who fail or withdraw from a dual enrollment course will be removed from the dual enrollment program.

## **Drop / Withdraw / Total Withdrawal / Fail**

- Before dropping or withdrawing from a course, students must meet with a JCHS advisor and their IRSC instructor to discuss the matter. If the student decides to drop or withdraw, the IRSC Dual Enrollment Withdrawal Form must be completed. Dual Enrollment students must adhere to all of IRSC's withdrawal procedures.
- **IMPORTANT: John Carroll High School will not fund second-attempt dual enrollment classes.**
- Dual enrollment students cannot, under any circumstance, be charged or make payment for second-attempt dual enrollment classes. Students who fail or withdraw from a dual enrollment course will be removed from the dual enrollment program for the duration of their high school career.
- A failed grade will remain on the student's high school transcript for the duration of their high school career and will significantly affect their GPA. A withdrawal designation will remain permanently on the student's college transcript. Upon high school graduation, students should consult their college academic advisor to understand the steps and policies for retaking a failed college course.

### **Per IRSC:**

- Students can drop a course within the first week of the semester. The drop deadline for each semester is on IRSC's dual enrollment calendar. A dropped course disappears from the student record with no penalty.
- After the drop date has passed, IRSC will communicate a deadline to withdraw from the course.
- If students are registered for only one class or are withdrawing from all classes in a semester, this will result in a total withdrawal. To withdraw from the course/courses, students must see their high school counselor to obtain a signed withdrawal form. They must also bring the withdrawal form to their IRSC advisor within the withdrawal window.

## **Pilot Program - Off-Campus Learning Commitment**

Beginning in Fall 2025, John Carroll High School introduced a *Dual Enrollment Off-Campus Learning Commitment*. This new initiative is offered to juniors and seniors and reflects the school's continued commitment to providing students with opportunities for academic advancement, rigorous instruction, and comprehensive educational pathways. As part of this program, eligible students will have the option to dedicate additional time to their postsecondary education.

### **Overview**

Juniors and seniors enrolled in dual enrollment courses may be eligible to leave campus early to attend college classes, provided they meet specific academic, behavioral, and logistical requirements.

### **Eligibility Requirements**

- Academic Standing:** Minimum 3.0 GPA.
- College Readiness:** Students must demonstrate college readiness by passing all sections of the Postsecondary Education Readiness Test (PERT) or by meeting established testing benchmarks.
- Minimum 3 credits:** Successful completion of Student Success with a grade of A or B.
- Discipline and Attendance:** Behavioral attendance record must reflect responsibility and readiness.
- Transportation:** Must have reliable transportation.

### **Approval Process**

To participate, students must obtain written approval via the Dual Enrollment Off-Campus Learning Commitment Contract from:

- Parent/Guardian
- School Administration
- Dual Enrollment Coordinator
- Guidance Counselor

### **Conditions**

1. All dual enrollment rules, guidelines, and expectations apply to all DE students, regardless of whether they remain on campus or leave early.
2. For the 2025-2026 school year, early release is limited to the last block on Mondays and Wednesdays.

3. Students who withdraw from dual enrollment may be required to return to a full JCHS schedule. Each case is reviewed individually, and withdrawn credits must be made up through JCHS or IRSC.
4. Students in dual enrollment must submit progress updates every three weeks and maintain satisfactory performance. Declining grades, missed updates, or unresolved concerns may result in additional meetings or a review of eligibility and off-campus privileges. Any student who has earned two Cs in DE courses will not be eligible for participation for one semester following the second C.
5. Early release students must leave campus immediately after their last scheduled class. Loitering on campus after a student's last scheduled class may result in the loss of this privilege.
6. Students must meet the eligibility criteria throughout the program's duration. Failure to comply with any requirements may result in the revocation of the privilege.

*Note:* This privilege is designed to support academic advancement while ensuring student accountability and safety.

### **Per IRSC: Family Educational Rights and Privacy Act (FERPA)**

FERPA is a Federal law that protects the privacy of student education records, **regardless of age, including dual enrolled students.**

- A **parent** may obtain information if the student has submitted an **Authorization for Release of Educational Records** form, an **IRSC Dual Enrollment Application**, or if the parent provides evidence the student is a **dependent** on their **most recent federal income tax form**.
- IRSC will not speak to parents over the phone (even if a FERPA release is on file) unless the student first gets on the phone, verifies their ID and then gives verbal permission for us to speak with someone else.
- For in-person interactions, if the student is not present, only the parent on the DE Agreement with proper photo ID will be allowed to discuss specific information regarding the DE student's academic record.
- Student information may only be released to the authorized individual **IN-PERSON WITH VALID PHOTO ID.**

### **In-person - Current/Returning/DE Students**

7/15/2024 - A valid form of photo ID must be provided:

- IRSC student ID card
- State issued Driver License
- Federal, State, County or Municipality issued ID (includes military ID)
- Permanent Resident Card (Green card)
- Passport with recent photo
- US Passport Card
- High School ID with photo

*We cannot accept an ID that is expired, broken, cut, printed on paper or photographed.*

## Tips for DE Success:

- Save your IRSC username, email information, and passwords in case you forget the account information.
- Print the syllabus for each course and the schedule of activities.
- Enter your deadlines on your phone and/or calendar.
- Plan for at least 1 hour of study each week for every credit hour you are registered for each semester.
- Review your grades often!
- Reach out for help as soon as the need arises.
  - Get to know your instructor and utilize their office hours.
  - Use IRSC's Tutoring Center: [Tutoring Centers at IRSC](#)

## Contacts:

- Email [info@irsc.edu](mailto:info@irsc.edu) for MyPioneerPortal password resets/email access help Please include the following:
  - Student ID
  - IRSC email address
  - First and Last Name
  - Personal Email Address
  - Date of Birth
- QLess App:
  - Select **Massey Campus**
  - Select **Dual Enrollment** for Application, Orientation, Registration, Textbooks, Holds or General Information help
    - OR select **Advising** for Academic Plans
  - Enter **Name** and **Contact Information**
  - Choose a topic from the **Type of Service** list
  - Select **Current Student**
  - Select **Virtual** (*for a phone call*) or **In-Person** for type of meeting
  - Describe the reason for the call
- From the Web - QLess Link: <https://irsc.edu/admissions/qless.html>
  - Select **Massey Campus**
  - Enter your **Name** and **Contact Information**
  - Select **Dual Enrollment** for Application, Orientation, Registration, Textbooks, Holds or General Information help
    - OR select **Advising** for Academic Plans
  - Choose a topic from the **Type of Service** list
  - Select **Current Student**
  - Select **Virtual** (*for a phone call*) or **In-Person** for type of meeting
  - Describe the reason for the call
- Mrs. Jaimie Smith - Dual Enrollment Coordinator: [JSmith@johncarrollhigh.com](mailto:JSmith@johncarrollhigh.com)
- Mrs. Karen Vercillo - AP of Academics: [KVercillo@johncarrollhigh.com](mailto:KVercillo@johncarrollhigh.com)



## Dual Enrollment Off-Campus Learning Commitment (Junior/Senior Early Release Program)

• 2025 - 2026 •

Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Anticipated Start (Semester/Year): \_\_\_\_\_

### Overview:

*Juniors and seniors who meet the criteria for the DE Off-Campus Learning Commitment are granted additional time to fulfill the demands of their college-level coursework, whether through online classes, in-person instruction, or academic support services such as IRSC's tutoring center, as long as they maintain the required academic, behavioral, and logistical requirements. Note: This privilege is designed to support academic advancement while ensuring student accountability and safety.*

### Conditions:

1. All dual enrollment rules, guidelines, and expectations apply to all DE students, regardless of whether they remain on campus or leave early.
2. For the 2025-2026 school year, early release is limited to the last block on Mondays and Wednesdays.
3. Students who withdraw from dual enrollment may be required to return to a full JCHS schedule. Each case is reviewed individually, and withdrawn credits must be made up through JCHS or IRSC.
4. Students in dual enrollment must submit progress updates every three weeks and maintain satisfactory performance. Declining grades, missed updates, or unresolved concerns may result in additional meetings or a review of eligibility and off-campus privileges. Any student who has earned two Cs in DE courses will not be eligible for participation for one semester following the second C.
5. Early release students must leave campus immediately after their last scheduled class. Loitering on campus after a student's last scheduled class may result in the loss of this privilege.
6. Students must meet the eligibility criteria throughout the program's duration. Failure to comply with any requirements may result in the revocation of the privilege.

## Required Signatures for Off-Campus Learning Commitment

DE Coordinator: Print name: \_\_\_\_\_

By signing below, the DE Coordinator confirms the minimum requirements have been met.

**Academic Standing**: Minimum 3.0 GPA. \_\_\_\_\_

**College Readiness**: Students must earn the minimum required benchmark scores.

TEST: \_\_\_\_\_ Scores: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Guidance Counselor: Print name: \_\_\_\_\_

By signing below, the Guidance Counselor confirms that a conversation has taken place with the student and, in their professional judgment, the student is capable of managing the responsibilities associated with this commitment.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Student: I, \_\_\_\_\_, wish to participate in the Junior/Senior Off-Campus DE opportunity. I have read and understand the rules and responsibilities related to early release and agree to abide by them. I understand that these privileges may be suspended or revoked for any violation of this agreement, or of JCHS or IRSC rules, policies, and procedures. I have met with my guidance counselor to review and discuss the DE Off-Campus Learning Commitment and understand the academic, behavioral, and logistical expectations associated with this opportunity.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Parent/Guardian: Print name: \_\_\_\_\_

By signing below, I acknowledge that I have reviewed the DE Off-Campus Learning Commitment and understand the expectations and responsibilities associated with my student's participation. I support my student's involvement in this opportunity and agree to partner with John Carroll High School in ensuring that the academic, behavioral, and logistical requirements are upheld.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **Request Approved - Assistant Principal of Academics:**

By signing below, I confirm that behavioral and attendance records have been reviewed and meet the expectations of this commitment.

Print name: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

