



Florida State University
Tallahassee Campus
 Academic Center for Excellence (ACE)
 Email: ace@fsu.edu
 Phone: 850-645-0852

2025-2027 High School Dual Enrollment Articulation Agreement & Course Request for Home Education and PEP Students Tallahassee Campus & In-Person Courses Only

Please read this High School Dual Enrollment (HSDE) articulation agreement in its entirety. It must be signed by both the student applicant and a parent/guardian and then submitted to ACE along with (1) proof of enrollment in a registered home education program in Leon, Gadsden, or Wakulla County OR the PEP Scholarship Award Confirmation; and (2) a qualifying ACT, SAT, or CLT composite score and minimum subscores.

Terms of the Agreement for Dual Enrollment Participation at Florida State University

Dual enrollment at a state university in Florida is a program in which eligible secondary students are permitted to enroll in postsecondary courses creditable toward a standard high school diploma and a baccalaureate degree. HSDE students at FSU are permitted to enroll in a maximum of 9 credit hours per semester as non-degree seeking students. Non-degree students are limited to a maximum of 30 attempted hours. College credits and grades are assigned by Florida State University. To qualify for HSDE at FSU, students must meet the following requirements:

- Must submit proof of enrollment in a registered home education program in Leon, Gadsden, or Wakulla County OR your PEP Scholarship Award Confirmation.
- Must have the secondary equivalent of 2 years of English; 2 years of mathematics through Algebra II or higher; at least 1 year of science with lab component; and at least 1 year of social studies.
- Must have an educational record that is free of any secondary or postsecondary semester grades below C-.
- Must achieve qualifying standardized ACT, SAT, or CLT test scores as verified by official testing documentation. Subscore minimums may be achieved on separate administrations of the test.
 - **ACT Test:** Composite Score of 26 or higher plus the following subscores: Reading subscore 19 or higher AND English subscore 17 or higher AND Math subscore 19 or higher.
 - **SAT Test:** Total Score of 1230 or higher plus the following subscores: Reading and Writing subscore 490 or higher AND Math subscore 480 or higher.
 - **CLT Test:** Composite Score of 86 or higher plus the following section scores: Verbal Reasoning & Grammar/Writing sections combined subscore of 38 or higher AND Quantitative Reasoning section subscore of 16 or higher.
- Must be free of any charges of scholastic or behavioral misconduct at any educational institution; any violation of the law which did/may result in probation, community service, jail sentence, revocation or suspension of driver's license, or a traffic violation that resulted in a fine of \$200 or more; and any felony charge even if adjudication has been withheld.
- Must provide proof of immunization or religious exemption or waiver as required of all University students. Must provide student health history form, signed by parent or guardian for students under 18 years of age.
- Must meet any course prerequisites as set forth in the FSU Undergraduate Bulletin as evidenced by FSU course work or transcripts from other colleges or universities or appropriate test scores (e.g., Advanced Placement).
- Must reapply every semester and maintain a 3.0 FSU Cumulative GPA to continue dual enrollment at FSU in subsequent semesters.

Proof of Eligibility and Qualifying Test Scores. To initiate an application, students must email the following two documents to ACE at ace@fsu.edu: 1. The school district form/letter that documents registration in a home education program in Leon, Gadsden, or Wakulla County OR the PEP Scholarship Award Confirmation; and 2. a qualifying ACT, SAT, or CLT test score report.

Non-Degree Seeking Status. Students participating in HSDE at FSU are non-degree seeking students in a special program for accelerated secondary students. They are not eligible to earn the Associate in Arts or the Bachelor's degree through this program. If participating students wish to attend FSU after high school graduation, they must apply for admission in their senior year. ***Participation in HSDE and successful completion of those courses does NOT guarantee admission to FSU as a degree-seeking student.***

Course Options & Registration. HSDE students at FSU may choose courses from the HSDE Recommended Course List which includes state core general education courses at public institutions in Florida. **Dual enrollment students are prohibited from taking the following types of courses designated as excluded:**

1. Physical education, recreation, or leisure courses
2. Any course offered for fewer than 3 credits, graded on S/U basis, or offered as directed individual study (DIS)
3. Any course for which the student has not completed the prerequisite(s) established by the academic department
4. Any course for which a student has already earned or anticipates earning college credit (e.g., AP, IB, AICE, CLEP, or dual enrollment) or any course below a student's current level of proficiency based on a placement test (e.g., math and modern languages)
5. Specialized admission, limited availability, honors, or major-restricted courses
6. 4000-level courses except under limited special circumstances approved by FSU
7. Online courses except under limited special circumstances approved by FSU
8. Other specialized courses designated as excluded from course offerings by FSU or the Florida Department of Education and communicated to students and school counselors at the time of course registration

See the HSDE Recommended Course List on the ACE website: ace.fsu.edu/dual-enrollment.

HSDE at FSU is exclusively in person, so online courses are excluded. FSU cannot guarantee that recommended courses will be available every semester or when HSDE students register. Dual enrollment students may choose from courses that are available during their assigned registration window (Summer term=April; Fall term=August; Spring term=November) unless otherwise designated as excluded or reserved.

Application and Advising. Dual enrollment at FSU Tallahassee campus is administered by the Academic Center for Excellence (ACE) in the University Center A3600. Application materials and instructions are outlined in the High School Dual Enrollment Student and Family Guide available at <http://ace.fsu.edu/dual-enrollment>.

University Policies. HSDE students are held to the FSU Academic Honor Code and the Student Code of Conduct.

Academic Support Services. Dual enrollment students will have access to academic support services at FSU, including academic advising; libraries; student accessibility resources; and learning centers that offer writing assistance, tutoring for selected courses, and study skills instruction. **Students with disabilities must register with and provide relevant documentation to the Office of Accessibility Services (OAS), after which time they will be eligible to receive appropriate accommodations.** The University's criteria will be used to determine the need for accommodations. For more information about OAS services, visit <https://dsst.fsu.edu/oas>.

Class Attendance. Dual enrollment students are expected to attend all FSU classes and are discouraged from taking vacation days during a semester of enrollment. Each faculty member sets attendance expectations in the course syllabus within the parameters of broader FSU policy. HSDE students who have a legitimate school/district activity that unavoidably conflicts with an FSU exam or other assessment must provide documentation on school/district or organization letterhead to the faculty member to reschedule.

Mature Course Content. 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 and/or maturity.

Tuition and Fee Exemption. HSDE students are exempt from the payment of tuition and fees. However, they are responsible for fines or penalties associated with parking tickets, lost or late return of library materials, or student ID card replacement if lost.

Instructional Materials. FSU provides home education and PEP students in the HSDE program with required textbooks and educational materials for their courses at no cost. Students are responsible for picking up textbooks in the designated timeframe or risk delays caused by exceeding the designated textbook hold period.

Transportation and Parking. HSDE students at FSU are responsible for their own transportation to and from campus. However, they are welcome to use the FSU bus service once they arrive on campus. HSDE students must register any vehicle they plan to park on campus with Transportation and Parking Services at FSU. Students are subject to fines for illegal parking.

Grades and Transcripts. At the end of each term and after grades have posted, the University will send the FSU student official transcript to the home address of the student. FSU official course grades are also available to students online in Student Central (my.fsu.edu). **HSDE course grades are included in the student's college grade point average, become a part of the student's permanent academic record, and may affect the student's future college admission and/or financial aid eligibility.**

The terms of the HSDE articulation agreement between FSU and home education/PEP students and their families are outlined herein. This agreement is executed by the duly authorized officials of the parties signed below.

For Florida State University:
Florida State University Board of Trustees, acting for and on the behalf of Florida State University

Dr. James Clark, Provost & Executive Vice President for Academic Affairs

Signature:  B18589D3322F414... **Date:** 7/17/2025 | 11:13 AM EDT

By signing below, we acknowledge that we have read and agree to the terms of this articulation agreement and that we approve of the requested courses submitted by the dual enrollment student.

Name of Student Applicant (print)

Signature of Student Applicant Date

Name of Parent/Guardian (print)

Signature of Parent/Guardian Date

Reviewed for Legal Sufficiency by Lisa Scoles, Deputy General Counsel, Florida State University

Requested Courses

Please complete this form with courses selected for the home school high school dual enrollment student.
Course List available at the CoreFSU website: <https://core.fsu.edu/findacoursefall2025>.

Dual enrollment students may not take the following types of courses designated as excluded:

1. Physical education, recreation, or leisure courses
2. Any course offered for fewer than 3 credits, graded on S/U basis, or offered as directed individual study (DIS)
3. Any course for which the student has not completed the prerequisite(s) established by the academic department
4. Any course for which a student has already earned or anticipates earning college credit (e.g., AP, IB, AICE, CLEP, or dual enrollment) or any course below a student's current level of proficiency based on a placement test (e.g., math and modern languages)
5. Specialized admission, limited availability, honors, or major-restricted courses.
6. 4000-level courses
7. Online courses
8. Other specialized courses designated as excluded from course offerings by FSU or the Florida Department of Education and communicated to students and school counselors at the time of course registration

Student Name: _____

Semester and Year: _____

Requested Courses – by law must meet both secondary and postsecondary requirements		
Course Number	Course Title (i.e., college algebra)	FSU Hours
Maximum Requested Hours (cannot exceed 9 hours)		

Alternate Courses (Student is approved to take these instead of a requested class in the case of a conflict.)		
Course Number	Course Title (i.e., college algebra)	FSU Hours