



**Florida State University**  
 Academic Center for Excellence (ACE)  
 Email: [ace@fsu.edu](mailto:ace@fsu.edu)  
 Phone: 850-645-0852

## 2022-23 Home Education Articulation Agreement & Course Request

Please read this Florida State University (FSU) High School Dual Enrollment (HSDE) articulation agreement in its entirety. It must be signed by both the student applicant and a parent/guardian and submitted to ACE along with the proof of enrollment in a registered home education program in Leon or Wakulla County and a qualifying ACT or SAT score.

### 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. College credits and grades are assigned by Florida State University. In order 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 or Wakulla County.
- 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 or SAT 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 19 or higher AND Math subscore 21 or higher.
  - **SAT Test:** Total Score of 1230 or higher plus the following subscores: Reading subscore 24.5 or higher AND Writing subscore 27.5 or higher AND Math subscore 25.5 or higher.
- Must be free of (or reviewed and cleared by the Office of Admissions in light 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 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 GPA to continue dual enrollment at FSU in subsequent semesters.

**Proof of Home Education Registration and Qualifying Test Score Required.** To initiate an application, students must email the following two documents to ACE at [ace@fsu.edu](mailto:ace@fsu.edu): 1. The school district form that documents registration in a home education program in Leon or Wakulla County; and 2. a qualifying ACT or SAT 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 as a First-Time-in-College Freshman in the senior year. ***Participation in HSDE and successful completion of those courses as a high school student does NOT guarantee admission to FSU as a degree-seeking student.***

**Limited Approved Courses Available at Registration.** HSDE students at FSU are permitted to select from a list of approved courses that meet the statewide general education core or are likely to transfer as general education credit to other Florida public institutions. See the HSDE Approved Course List on the ACE website: [ace.fsu.edu/dual-enrollment](http://ace.fsu.edu/dual-enrollment). **Courses not included on this list will not be approved under any circumstances. No online sections of these courses will be approved – HSDE at FSU is exclusively in person.** FSU cannot guarantee that courses on the HSDE Approved Course List will be available every semester or at the time of a student's registration.

**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 disability resources; and various 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 high school sponsored activity that unavoidably conflicts with an examination or other assessment at FSU must provide documentation on school or organization letterhead to the faculty member and to ACE in order 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/educational materials, or student identification card replacement if lost.

**Instructional Materials.** FSU provides home education students in the HSDE program with required and recommended books and educational materials for their courses at no cost. With the exception of digital access/codes, these materials are on loan and must be returned at the end of the semester unless a student voluntarily opted to purchase them at their own cost prior to the start of the semester.

**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 transcript to the home address of the student. FSU official course grades are also available to students online in Student Central ([my.fsu.edu](http://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.**

## Requirements for a Complete Application

Submit the following to [ace@fsu.edu](mailto:ace@fsu.edu) to initiate the application process:

- Proof of Enrollment in a Home Education Program in Leon or Wakulla County
- New Students Only:*** Qualifying ACT or SAT test score report

Upload the following in the online application:

- This signed articulation agreement & course request form
- New Students Only:*** Both required health forms available at [ace.fsu.edu/dual-enrollment](http://ace.fsu.edu/dual-enrollment)

**Your application will not be considered if the above documents are not submitted by 5:00pm on the final application deadline date.**

## Requested Courses

**Please complete this form with courses selected from the HSDE Approved Course List available at the ACE website: [ace.fsu.edu/dual-enrollment](http://ace.fsu.edu/dual-enrollment).** No other courses will be approved. No online sections of those courses will be approved. If the requested courses are not available or do not fit the student schedule as discussed during advising, alternate courses will be needed. Since parent/guardian permission is required for any course added to the student schedule, providing adequate alternate course options now can prevent delays in registration later.

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)		

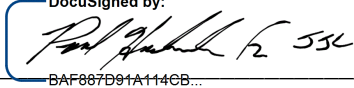
Alternate Courses (Student is approved to take these instead of a requested class in the case of a conflict.)		
Course Number	Course Title (i.e., college algebra)	FSU Hours

**The terms of the HSDE articulation agreement between FSU and home education students/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

**Jim Clark, Provost & Executive Vice President for Academic Affairs**

DocuSigned by:  
  
 Signature: \_\_\_\_\_  
BAF887D91A114CB...

Date: 2/25/2022 | 11:19 AM EST

**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 provided above.**

\_\_\_\_\_  
 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***