



FLORIDA STATE UNIVERSITY

FSU POLICY 3-21 HIGH SCHOOL DUAL ENROLLMENT

Responsible Executive: Provost & Executive Vice President for Academic Affairs
Approving Official: James Clark, Provost & Executive Vice President for Academic Affairs
Effective Date: xx-xx-2026
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I. INTRODUCTION

The High School Dual Enrollment (HSDE) program at Florida State University (FSU) is an acceleration option for eligible local secondary students in public or private schools with a signed articulation agreement with FSU or home education students in the service area whose families have signed an articulation agreement with FSU. HSDE consists of a limited set of lower-division general education and prerequisite courses as specified on the HSDE Course Options List and taught in person on the FSU Tallahassee campus or on the Panama City, Florida, campus (FSU-PC). The HSDE program must comply with all applicable Florida laws, Florida Board of Governors (FLBOG) regulations, FSU regulations and policies, and the authorizing articulation agreements.

II. POLICY

(1) Student Eligibility for High School Dual Enrollment at FSU

- (a) Student eligibility is tied to enrollment in a qualifying school or district with a fully executed HSDE articulation agreement with FSU, registration as a home education student in an eligible district in the FSU HSDE service area, or notice to a recipient of the Florida Personalized Education Program (PEP) scholarship in an eligible district in the FSU HSDE service area. A student becomes ineligible immediately upon high school graduation, transfer to a school or district without a fully executed HSDE articulation agreement, or participation in a home education program outside of the FSU HSDE service area.
- (b) Initial student eligibility for high school dual enrollment includes meeting FSU's standards for cumulative high school GPA, standardized test scores, and any additional requirements, which are permitted to exceed the state minimums in sections 1007.271 and 1008.30, F.S., provided the additional requirements are approved by the FSU Articulation Committee and contained in a fully executed

articulation agreement signed by the Provost and Executive Vice President for Academic Affairs (Provost).

- (c) Continued eligibility for HSDE at FSU in subsequent semesters is contingent on earning a minimum Cumulative FSU GPA as specified in the respective articulation agreement. While the continuation GPA is generally the same across articulation agreements, it is permitted to vary in the articulation agreements for structured programs at an FSU charter/laboratory school.
- (d) Any exceptions to the initial eligibility requirements and/or the FSU continuation GPA must be contained in the articulation agreement. Exceptions may only be granted by the Dean of Undergraduate Studies or designee and in accordance with the HSDE Academic Exceptions Guidelines. No exceptions may be made to initial eligibility requirements that are set at the statewide minimums.
- (e) An HSDE student who changes schools or locations for home education enrollment may complete the semester if the drop/add period for the semester or term has passed, provided both the sending and receiving schools or responsible financial parties have a signed HSDE articulation agreement with FSU and approve the third-party cost arrangements proposed by FSU.
- (f) HSDE students are classified as non-degree seeking status at FSU in accordance with FSU Regulation 5.079, Non-degree Seeking Students. This temporary non-degree-seeking enrollment status for HSDE students does not guarantee admission to FSU following high school graduation.
- (g) HSDE students must submit an application form, signed by a parent or guardian, each semester of intended participation. Additionally, the school counselor must verify continued eligibility each semester based on current high school GPA. HSDE program coordinators at each campus are required to review the updated HSDE application and school counselor verification forms each semester as part of the HSDE participation approval process.

(2) Eligible Coursework

- (a) While HSDE course offerings may vary by campus, such offerings must focus on a limited set of lower-division general education and prerequisite courses. Students participating in select structured programs at an FSU charter/laboratory school may take upper-division courses upon completion of general education at FSU if the details are outlined in the articulation agreement.
- (b) Eligible courses must be letter-graded and not otherwise excluded in section 1007.271, F.S., or FSU's HSDE Course Options List as included in the articulation agreement addendum and posted online.
- (c) Students participating in the HSDE program at FSU may take courses that are included on the HSDE Course Options List and available at the time of registration, for a maximum of 9 hours in any semester and a maximum of 30

total attempted credit hours at FSU consistent with FSU Regulation 5.079, Non-degree Seeking Students. Students participating in select structured programs at an FSU charter/laboratory school may exceed this credit limit provided the details are outlined in the articulation agreement.

- (d) HSDE students may not take courses at FSU for which they have earned credit through some other means of acceleration (including but not limited to Advanced Placement, International Baccalaureate, or HSDE at another institution).
- (e) HSDE students may not take online courses except under extraordinary circumstances approved by the Dean of Undergraduate Studies or designee.

(3) Student Activities, Services, and Responsibilities

Consistent with state law and non-degree student status, the following conditions and exceptions apply to HSDE students participating under the signed articulation agreement with the school, district, or home education program.

- (a) HSDE students may not be charged for registration, tuition, or fees. FSU will waive all other fees for HSDE students except for ID card replacement, library and parking fines, and other user fees typically incurred outside of the classroom and paid by students. Unless an exception has been granted by the Dean of Undergraduate Students, the online course fee shall neither be assessed to students nor waived because it is outside the purview of approved HSDE course offerings. High school students may not audit or pay to enroll in courses outside the scope of dual enrollment.
- (b) HSDE students shall not be charged for their textbooks or instructional materials. Third-party billing will adhere to statutory requirements that vary based on the student's enrollment in a public or private school or home education program.
- (c) HSDE students have full access to academic support services while actively enrolled, including University Libraries, the Academic Center for Excellence (ACE) Learning Studio, the Chapman Center for Academic Advising and Student Success, the Reading-Writing Center, and the Office of Accessibility Services (OAS). They may also request a parking permit and access campus transportation services. HSDE students may not participate in Registered Student Organizations or other programs that are supported by fees that have been waived, including the football ticket pool, the Leach Center, university health services, and other campus recreation programs and facilities.
- (d) The Dean of Undergraduate Studies or designee shall serve as the academic dean for HSDE students at FSU-Tallahassee and FSU-PC. Any HSDE student course drop or withdrawal after the drop/add period closes must be approved by both

the Dean/designee and the student's school or district official. The student's written request for such action must include relevant documentation that must be submitted to the Dean/designee and maintained in the student record. If approved, FSU will reimburse the public school or district for third-party payment for that course.

(4) Program Oversight and Coordination

The Division of Undergraduate Studies is responsible for oversight and consistency of the HSDE processes and articulation agreements for the FSU Tallahassee and FSU PC campuses.

- (a) The Dean of Undergraduate Studies at the FSU Tallahassee campus and the Dean of FSU PC will each appoint an assistant or associate dean responsible for coordinating all aspects of HSDE at that campus, including maintaining adherence to provisions outlined in state law, Florida BOG regulations, and articulation agreements with partner schools and districts.
- (b) The names of those officials designated as HSDE program coordinators must be reported to the Division of Undergraduate Studies and the Office of the Provost initially and upon change or reassignment.
- (c) Other specific responsibilities for the HSDE program coordinator at each campus shall be articulated in the HSDE Program Procedures Manual as maintained by the Division of Undergraduate Studies.

(5) High School Dual Enrollment Articulation Agreements

Section 1007.271, F.S., specifies different cost-sharing arrangements for distinct types of agreements, which means that different templates are needed for public schools or districts, private schools, and home education families. Responsibility for drafting articulation agreement templates and seeking approval for new HSDE articulation agreements resides with the Division of Undergraduate Studies, assisted by HSDE program coordinators for the Tallahassee campus and FSU PC.

- (a) Length of the Agreements: Proposed HSDE articulation agreements may have a duration of one or two years, but require annual submission to the Florida Department of Education as required by section 1007.271, F.S.
- (b) Agreement Service Areas: Articulation agreements may be established with eligible schools, districts, and home education/PEP families in approved high school dual enrollment service areas.
 - 1. The FSU Tallahassee campus service area for HSDE is comprised of Leon County, Wakulla County, and Gadsden County.
 - 2. The Panama City campus service area for HSDE is comprised of Bay County, Walton County, and Gulf County.

- (c) **Student Eligibility and Continuation Requirements:** Student eligibility requirements must meet the state minimums in s. 1007.271 and 1008.30, F.S. Any additional requirements must be approved by the FSU Articulation Committee and be contained in the articulation agreement signed by the Provost. Student eligibility requirements shall not vary by type of student (i.e., private school, public school, or home education/PEP). The only exception is for students enrolled in a select structured program within an FSU charter/laboratory school (i.e., HSDE at The Collegiate School and the Live Healthy Initiative at Florida State University Schools).
- (d) **Student Classification:** Articulation agreements and communications with students, families, and schools must specify the following:
 - 1. HSDE participants at FSU have non-degree-seeking status pursuant to FSU-5.079.
 - 2. Non-degree status is a temporary enrollment status and has no guarantee of admission to FSU following high school graduation.
- (e) **Course Location and Modality:** Articulation agreements and program materials must clearly exclude eligibility for any instruction that originates from or gathers enrolled students in any location other than the FSU Tallahassee or FSU PC campuses. Proposals to offer HSDE courses at any other location (including FSU charter/laboratory schools) are prohibited.

(6) Articulation Agreement Approval Process

Before any new agreements or renewals are executed, the template type (i.e., private school, public school district, and home education/PEP) for each campus must be approved by the General Counsel's Office and the Articulation Committee, followed by final approval from the Provost. Additionally, any campus request for an agreement with a new private school in the existing service area or an agreement with a district that would expand the service area must be approved by the Articulation Committee for final action by the Provost.

- (a) **Template and Proposal Preparation and Review:** The campus HSDE program coordinator is responsible for preparing draft agreement templates for their campus and ensuring proper review in accordance with this policy.
 - 1. Standard templates for all agreement types are approved by the Office of the General Counsel each time they are initiated, revised, or renewed.
 - 2. New private school agreement proposals include documentation of compliance with s. 1002.42(2), F.S., and provision of a secondary curriculum pursuant to s. 1003.4282, F.S.
 - 3. All new articulation agreement provisions that impact student affairs, including those mandated by state law, are reviewed by the Vice President for Student Affairs or designee, who will prepare a written impact statement

to be included along with the proposed agreement sent to the Chair of the FSU Articulation Committee. Agreements with Student Affairs impact will not be reviewed by the committee without this impact statement.

4. All proposed articulation agreement provisions with a financial impact not authorized by this policy, including those mandated by state law, are reviewed and approved by the Senior Vice President for Finance and Administration or designee, who will prepare a written impact statement to be included along with the proposed agreement sent to the Chair of the FSU Articulation Committee. This requirement includes any proposed expansion of the HSDE service areas as defined herein. Agreements with a financial impact will not be reviewed by the committee without this impact statement.
5. The Dean of FSU PC must review and authorize any proposal to add a new school or district articulation agreement and any substantive change or new provision within an articulation agreement template for HSDE at FSU PC before it is submitted to the Chair of the Articulation Committee for further consideration.
6. As Superintendent, the Dean of the Anne Spencer Daves College of Education, Health, and Human Sciences must review and authorize any substantive change or new provision within an articulation agreement template for HSDE at an FSU charter/laboratory school before it is submitted to the Chair of the Articulation Committee for further consideration.
7. The Dean of Undergraduate Studies must review and acknowledge any proposal to add a new school or district articulation agreement and any substantive change or new provision within an articulation agreement template for HSDE at either location before it is submitted to the Chair of the Articulation Committee for further consideration.
8. Articulation Committee Review and Recommendation: The campus HSDE program coordinator must submit articulation agreement templates, proposed new schools within an existing service area, or any expansion of the service area to the Chair of the Articulation Committee in accordance with committee procedures no later than February 1, immediately prior to the academic year in which the agreement would take effect. New agreements or provisions will not be taken up after that deadline unless requested by the Provost, or the deadline is waived by a vote of 2/3 of the voting Articulation Committee members who are present. For each proposal or agreement presented, the Articulation Committee will vote on a recommendation for final action to be taken by the Provost.
9. Provost Review of Agreement Templates: The Provost or designee has authority to review and approve articulation agreement templates and proposals that have been recommended for approval by the Articulation

Committee or return them as either rejected or requiring revision.

(b) Preparation of Individual Articulation Agreements:

1. Produce Individual Agreements for Signature: The Dean of Undergraduate Studies or designee will prepare the individual articulation agreements that require signature and submit them to the Chair of the Articulation Committee.
2. Review Individual Agreements for Signature: The Chair of the Articulation Committee will review each articulation agreement for accuracy and compliance with the approved template and Committee decisions before it is sent to the Provost for signature. The Chair may consult with an attorney from the Office of the General Counsel.
3. Agreement Signatures: The Provost or designee has the final authority for review and signature of articulation agreements that have been recommended for approval by the Articulation Committee or to return them as either rejected or requiring revision. Once signed by the Provost or designee, the Division of Undergraduate Studies will send agreements to the appropriate school or district for signature of the respective board chair or other authorized signatory. The home education/PEP template for each campus is signed by the Provost or designee so that a copy may be provided to each home education/PEP family to sign as part of the onboarding process for eligible students.

(c) Executed Agreement Storage: Once fully executed, the Division of Undergraduate Studies will ensure that executed agreements are filed in the Office of the Provost and sent to the Florida Department of Education's Office of Articulation annually for publication on its website. Home education/PEP signed agreements will be maintained in the HSDE student record at the appropriate campus.

(7) FSU Articulation Committee

The FSU Articulation Committee is established for the purpose of reviewing and approving HSDE articulation agreements as defined by the provisions of this policy and consistent with state law.

(a) Responsibilities of the Articulation Committee include:

1. Adopting committee procedures consistent with this policy and making them available to all meeting participants.
2. Reviewing and recommending for the Provost's approval proposed articulation agreement templates for schools, districts, and home education families prior to their execution.
3. Reviewing and recommending for the Provost's approval agreements with new schools or districts in eligible Florida counties and any proposed expansion of the service areas.

4. Reviewing and approving the Authority for Academic Exceptions summary for the HSDE Program Procedures Manual initially and upon any proposed change.
 5. Reviewing annual data on HSDE student performance to determine whether the eligibility standards lead to student success. As appropriate, recommending changes to procedures that are likely to enhance student success and overall experience.
- (b) The Articulation Committee shall be composed of nine individuals representing key functional areas across the university. HSDE program coordinators serve as non-voting staff. The Articulation Committee is composed of the following members:
1. Chairperson appointed by the Provost in consultation with the Vice President for Student Academic Success
 2. University Registrar or designee from the Office of the University Registrar
 3. Assistant Vice President for Admissions or designee
 4. Dean of Undergraduate Studies or designee with academic dean's authority for HSDE students
 5. University Institutional Accreditation Liaison or designee
 6. Associate Vice Provost of Academic Affairs for Budget and Finance or designee
 7. Senior Vice President for Finance and Administration or designee
 8. Vice President for Student Affairs or designee
 9. Attorney from the Office of General Counsel (non-voting)
- (c) A quorum consists of five voting-eligible committee members. The Chairperson establishes a quorum and rules on motions. A motion prevails if carried by a simple majority of the voting members. Voting is to be "for" or "against" the motion by voice or hand-raised acknowledgement.
- (d) Minutes must be taken at all committee meetings to record decisions made and the supporting rationale based on committee discussion. Meeting minutes must be stored centrally in the Office of the Provost.

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

Florida Constitution Article IX, Section 7; Sections 1007.271 and 1009.30, Florida Statutes; BOG Regulations 6.006, Acceleration Mechanisms, 6.008 Postsecondary College-level Preparatory Testing, Placement, and Instruction for State Universities

The Florida State University Board of Trustees has delegated authority to the President, who has delegated to the Provost the authority to make academic policy.