

**DUAL ENROLLMENT MEMORANDUM OF UNDERSTANDING BETWEEN  
THE UNIVERSITY OF SOUTH FLORIDA  
AND  
UNIVERSAL ACADEMY OF FLORIDA, A PRIVATE/NON-PUBLIC INSTITUTION**

**THIS AGREEMENT** is made and entered into on this 8 day of July, 2019 by and between **University of South Florida Board of Trustees**, a public body corporate on behalf of its campus (“**USF**”), and the **UNIVERSAL ACADEMY OF FLORIDA (“UAF”)**, for the purpose of creating a dual enrollment program to provide educational opportunities for eligible and qualified public high school students in “**UAF**”. This Agreement shall serve as the Dual Enrollment Articulation Agreement referenced in Section 1007.271, Florida Statutes and shall supersede any other prior Dual Enrollment Articulation Agreement or Memorandum of Understanding between the parties. USF and “**UAF**” are each a “**Party**” and collectively the “**Parties**”.

**I. TERM**

This Agreement shall be effective as of July 8, 2019 (the “**Effective Date**”) and shall continue for a term of one (1) year. This Agreement may be renewed on an annual basis by mutual written consent. If this Agreement is to be renewed, it shall be reviewed on an annual basis at least ninety (90) days prior to the beginning of the USF fall semester to ensure continuing compliance with state law and applicable dual enrollment requirements.

**II. DUAL ENROLLMENT PROGRAM**

- A. Definition. Dual enrollment is a program in which eligible secondary students are permitted to enroll in post-secondary courses that are creditable toward the high school diploma and an associate or baccalaureate degree. Early admission dual enrollment pursuant to Section 1007.271, F.S. is not a part of this Agreement or available between the parties.
- B. Intent. Dual enrollment college level courses are intended to simultaneously fulfill high school curriculum requirements, meet university general education/liberal arts requirements, and satisfy prerequisites for the major or count as elective credit.
- C. Courses. Dual enrollment courses will be available on the USF campus and the USF online educational platform. Courses are subject to resource availability including staffing, credentialing and other constraints. Dual enrollment courses will be taught either by USF faculty or by USF instructors credentialed by USF.

Courses eligible for the dual enrollment program must meet the following criteria:

- a. Listed within the statewide course description and numbering system on the current State of Florida *Dual Enrollment Course – High School Subject Equivalency* list and fall under the subject areas of English, mathematics, science,

foreign language, social studies and electives. Eligible courses for the 2019-2020 academic year are outlined in **Appendix A**;

- b. Fulfill the requirements of an associate or baccalaureate degree;
- c. Apply toward the student's high school diploma and replace high school courses in the same discipline that otherwise would have been taken; and
- d. Approved by "UAF" and USF as an acceptable dual enrollment course.

Courses are not eligible for inclusion in the dual enrollment program if the course contains college preparatory instruction and other forms of pre-collegiate instruction or developmental education, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity and courses not specified in the *State of Florida Dual Enrollment Course – High School Equivalency List*.

Courses outlined in **Appendix B** require either prerequisite work and/or higher standardized test scores.

- D. Credits. All college courses taken pursuant to the dual enrollment program must be three (3) college credits or more. Dual enrollment courses and high school credit earned are designated by the Florida Department of Education's statewide course numbering system and the State of Florida Articulation Coordinating Committee as published in the *Dual Enrollment Course-High School Subject Equivalency List*. "UAF" shall assign high school credit upon successful completion.

Students will be limited to one (1) to three (3) courses within the dual enrollment program per semester. No student may earn more than a total of eighteen (18) total credit hours of general education on a high school campus.

### III. ELIGIBILITY

#### Initial Eligibility

Students participating in the dual enrollment program must meet the initial eligibility requirements:

1. 3.5 cumulative weighted high school GPA\*. The GPA will be re-calculated by USF only taking into consideration courses in English, mathematics, science, foreign language, and social studies. As calculated by USF, honors classes will receive an additional weight of 0.5 and AP, AICE, IB and college courses will receive an additional weight of 1.0. USF has the sole discretion to adjust the re-calculation of GPAs, with timely notification to "UAF";
2. Meet minimum standardized test scores as outlined in **Appendix C**.

*\*This Agreement is between a State University and not a member of the Florida State College System.*

#### IV. APPLICATION

##### A. Process

1. Submit online application for USF Non-Degree Seeking Admission;
2. Submit proof of the required minimum standardized test scores as outlined in **Appendix C**;
3. If applicable, comply with the USF Health and Immunization Policy (see below); and
4. Submit approved and signed Dual Enrollment Approval Form in **Appendix E**.

If courses are taken on the USF campus, or as otherwise required, the student must comply with USF Health and Immunization policy found at <http://www.usf.edu/student-affairs/student-health-services/immunizations/immunocompliance.aspx> for courses physically taken at USF. The student's personal immunization records or a printout of the student's immunization records from the "UAF" student information system should accompany a USF Mandatory Immunization Health History Form along with the student's Dual Enrollment Approval Form.

##### B. Deadlines

All required materials must be submitted to the Dual Enrollment Coordinator at USF by the 2019-2020 academic deadlines below:

Fall 2019	Deadline – August 12, 2019
Spring 2020	Deadline – December 2, 2019
Summer 2020	Deadline – May 11, 2020

##### C. Determination

The Coordinator of Dual Enrollment at USF, or a designee, makes the final decision for admission approval to the dual enrollment program at USF in their sole discretion. Denial of admissions will be communicated to both the student and the high school of record.

#### V. CONTINUING ELIGIBILITY

Students participating in their initial semester in the dual enrollment program may not take more than two (2) courses per semester.

Students must maintain at least a "C" (2.0) GPA in dual enrollment courses to continue eligibility in the program. Students must also maintain a weighted 3.3 GPA on high school transcripts, including dual enrollment course final grades.

Students that maintain minimum continuing eligibility standard and a post-secondary, cumulative GPA of 3.0 or higher after accruing six (6) credit hours may be allowed to take up to eleven (11) credit hours during future semesters.

Students that receive a “C-“, “D”, “F”, or “W” in any given course as designated on the USF transcript, will not be eligible for dual enrollment the subsequent fall or spring semester.

## **VI. COSTS**

- A. Not applicable to Private/Non-Public Institutions

## **VII. “UAF” RESPONSIBILITIES**

- A. “UAF” shall provide information to students and their parents about opportunities for student participation in the dual enrollment program, the advisability and expectations of taking college courses during high school and how to participate in the dual enrollment program. Information may be provided by individual appointments, during parent information nights, the USF website and other appropriate means.
- B. “UAF” will work with eligible students in regard to meeting high school graduation requirements on an individual basis to review and request appropriate courses by the USF dual enrollment deadline.
- C. “UAF” shall verify student eligibility to participate in the dual enrollment program.
- D. “UAF” will provide students information about how to obtain vouchers for instructional materials.
- E. “UAF” shall monitor student performance during participation in the dual enrollment program and share information with USF, when necessary, regarding monitoring to ensure student success.
- F. “UAF” shall provide appropriate high school credit for coursework satisfactorily completed by students participating in the dual enrollment program.
- G. Designate a Dual Enrollment Contact who will liaise with the USF Dual Enrollment Coordinator.

## **VIII. USF RESPONSIBILITIES**

- A. Upon request, USF will visit a high school once a semester to meet with students to complete their Dual Enrollment Approval Form including course preferences.
- B. USF will register students for classes during the non-degree seeking registration time period before the start of each term
- C. USF shall monitor student academic performance during participation in the dual enrollment program and share information with “UAF”, when necessary, regarding monitoring to ensure student success.
- D. USF will assign a university letter grade to completed coursework.
- E. USF shall maintain a dual enrollment website that will contain updated information on deadlines, procedures and contact information for the dual enrollment program.

- F. USF shall submit this Agreement to the Florida Department of Education on an annual basis as required by s. 1007.271(21), F.S.
- G. Designate a USF Dual Enrollment Coordinator, who will liaise directly with the “UAF” Dual Enrollment Contact(s).

#### **IX. STUDENT RESPONSIBILITIES**

- A. Students shall maintain at least the minimum requirements to continue in the dual enrollment program.
- B. Students are solely responsible for transportation to and from the campus. Students taking classes on the USF campus must comply with all USF regulations and policies.
- C. Students shall be responsible for proper withdrawal from enrolled coursework within the USF drop/add period or otherwise formally withdrawing pursuant to USF guidelines. Students shall meet with their guidance counselor prior to dropping a course or begin the withdrawal procedures.
- D. In accordance with Section 1007.271, Florida Statutes, public school students enrolled in the dual enrollment program shall be exempt from the payment of registration, tuition, laboratory fees and required instructional materials. Students may be responsible for additional fees that may include but are not limited to a USF ID card, library fees, cost of official transcripts, parking fees, calculators, online fees and laptops.
- E. Student must order transcripts and forward to “UAF” within ten (10) business days following the official deadline for USF grade posting.

#### **X. GENERAL PROVISIONS**

- A. Dual Enrollment Transfer Guarantees. The parties must be aware and comply with the Dual Enrollment Transfer Guarantees, which can be found at: <https://info.fldoe.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf> and on the attached **Appendix D**.
- B. Continuity and Compliance. The parties have set forth the terms, conditions and responsibilities in the Agreement in the good faith belief that they are fully in compliance with all legal and accreditation requirements generally applicable to both parties; provided, however, in the event that either party determines in its sole discretion that the performance of any obligation herein is in violation of such legal or accreditation requirement, the parties agree that such obligation shall be promptly modified to the extent necessary to secure continued compliance with such legal and accreditation requirements. In the event either party determines in its sole discretion that such obligations cannot be modified in a manner to secure continued compliance, either party can terminate this Agreement effective immediately upon written notice.
- C. Individual Identification. The parties shall not use any party's trademarks, trade names, service marks, service names, brand names, domain names, URL's or Logo's or any other licensed mark or intellectual property in any manner without the prior written consent from such party of such use.

- D. Statutes and Laws. The parties agree to comply with all applicable federal and state laws and regulations regarding the protection of data security, including without limitation the Family Educational Rights and Privacy Act ("FERPA"), and to work together to facilitate the parties' obligations under those laws and regulations.
- E. Amendment. Any amendments or modification to this Agreement shall require written approval from both parties.
- F. Termination. This Agreement may be terminated by either party without cause upon ninety (90) days written notice. Any termination will be prospective only and will not apply to students actively enrolled in courses at of the date of the termination notice pursuant to Section D below. The foregoing notwithstanding, either party can terminate this Agreement effective immediately and upon written notice to the other if, in its sole discretion, it concludes that the other institution is incapable of fully performing the services described herein; if the health, safety or welfare of students are endangered for any reason; if the program no longer supports the educational mission of either party or if the other party has acted in violation of applicable law. In the event of time or either party terminating this Agreement, both parties agree that they will cease accepting new students into the program upon termination, but shall use best efforts to provide a "teach out" for existing students. The parties agree they will continue to fulfill each of their respective obligations as set forth in this Agreement for all students that have enrolled and/or been admitted to the program prior to termination, from the time of termination through each student's successful completion of their enrolled course(s). To clarify this provision: it is the intent of the parties that after any termination of this Agreement, the participation of all existing students will continue until they finish the coursework for the applicable semester.
- G. Equal Opportunity. The Parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the Parties' respective duties, responsibilities and obligations under this Agreement.
- H. Indemnification. Each party shall be responsible for the consequences of any act or failure to act on the part of itself, its employees and agents. Accordingly, each party shall be held responsible for its own sole negligence, and each party shall indemnify and hold the other parties harmless from any loss which results therefrom. No party hereto shall assume any responsibility to any other party for the consequences of any act or failure to act of any person, firm or corporation not a party to the Agreement. The parties' indemnification shall be limited to the extent provided by section 768.28, Florida Statutes. Nothing contained in the foregoing shall be construed as an explicit or implied waiver of the parties' sovereign immunity under Florida Law.
- I. Disabilities. Students registered for Dual Enrollment at USF may access services and resources that are available for students with disabilities, which can be found at SDS, <https://www.usf.edu/student-affairs/student-disabilities-services/clinicians/access-sds.aspx>
- J. Dispute Resolution. In the event that a dispute occurs between the parties with regard to the rights or duties created by this Agreement, or in the event of a breach of this

Agreement by either party, the parties hereto agree to meet and confer in good faith in an effort to resolve the dispute or issue.

- K. Public Records. Both parties are subject to public records requirements pursuant to Chapter 119, Florida Statutes. Each shall maintain records and documents associated with this Agreement and shall respond to public records requests in accordance with the requirements of Chapter 119, Florida Statutes.
- L. Notices. All notices and other communications given or made pursuant hereto shall be in writing and shall be deemed to have been duly signed or made as of the date delivered if delivered personally or by overnight courier, when confirmed by telephone if delivered by facsimile, or seven (7) business days after being mailed by express mail international (return receipt requested), to the parties at the following addresses (or at such other address for a party as shall be specified by like notice, except that notices of changes of address shall be effective upon receipt).

The University of South Florida:  
Dean, Undergraduate Studies  
c/o Ms. Lorene Hall-Jennings,  
Assistant Director for Curriculum  
4202 E. Fowler Avenue, SVC2002  
Tampa, FL 33620  
[lorenej@usf.edu](mailto:lorenej@usf.edu)

With Copy to:  
Office of the General Counsel  
4202 E. Fowler Avenue, CGS 301  
Tampa, FL 33620  
813-974-2131 (office)  
813-974-5236 (fax)  
[hblack@usf.edu](mailto:hblack@usf.edu)

UNIVERSAL ACADEMY OF FLORIDA  
6801 Orient Road  
Tampa, FL 33610

With Copy to:  
Office of Principal  
School Board Chair

- M. Application of Florida Law. This Agreement, and the application or interpretation hereof, shall be governed exclusively by its terms and by the laws of the State of Florida, without giving effect to any choice of law or conflict of law provision or rule (whether

of the State of Florida or any other jurisdiction) that would cause application of the laws of any jurisdiction other than the State of Florida. Each of the parties to this Agreement irrevocably submits to the exclusive jurisdiction of the state courts sitting in Hillsborough County, Florida for the purpose of any action arising out of or relating to this Agreement. Each of the parties to this Agreement agrees that a final judgment in such jurisdiction in any action shall be conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by applicable law. Each of the parties hereto waives any right to trial by jury with respect to any action related to or arising out of this Agreement or any transaction contemplated hereby.

- N. Severability. If any term or other provision of this Agreement is invalid, illegal or incapable of being enforced by any rule of law or public policy, all other conditions and provisions of this Agreement nevertheless shall remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner adverse to any party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the greatest extent possible.
- O. Successors and Assigns. Each and all of the covenants, terms, provisions, and agreements contained in this Agreement shall be binding upon and inure to the benefit of the Parties hereto and, to the extent permitted by this Agreement, their respective successors and assigns. No party may assign this Agreement (by operation of law or otherwise) to any Person without the prior written consent of the other party.
- P. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument and a facsimile or portable document format (PDF) document shall be deemed to be an original signature for all purposes under this Agreement.
- Q. Prior Agreements. All prior Dual Enrollment agreements between the parties are hereby terminated.
- R. Entire Agreement. This Agreement represents the entire understanding of the parties with reference to the matters set forth herein.




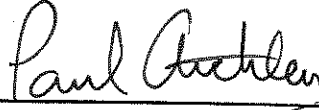
IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

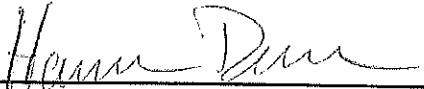
**SIGNATURES OF RESPONSIBLE AUTHORITIES**


**Universal Academy of Florida**

**University of South Florida  
Board of Trustees, a public body corporate**

By:   
Name: RUBINA TARIQ  
Principal

By:   
Paul Atchley, PhD  
Dean, Undergraduate Studies

By:   
Name: HANNAN DAMAN  
Academic Counselor

By:   
Ralph Wilcox, PhD  
Executive Vice President & Provost

## APPENDIX A

### 2019-2020 USF Dual Enrollment Courses

Dual enrollment students will only be permitted to enroll in specific courses listed on the current State of Florida Dual Enrollment Course – High School Subject Equivalency list that fall under the subject areas of English, mathematics, science, foreign language, social studies and electives. Dual enrollment courses must be taken at HCC, which is the State-mandated provider of dual enrollment. In the event the course *is not offered* at HCC, the student may take the course at USF with approval by USF. For 2019-20, we will be flexible with private and home education students.

Course No.	Course Name
ACG 2021	Principles of Financial Accounting
ACG 2071	Principles of Managerial Accounting
AMH 2010	American History I*
AMH 2020	American History II*
ANT 2000	Introduction to Anthropology
ANT 2410	Cultural Anthropology
ARH 2000	Art & Culture
ASL 2140C	American Sign Language
ASL 2150C	American Sign Language Intermediate
AST 2002	Descriptive Astronomy
BSC 1005	Biology for Non-Majors
CGS 2100	Computers in Business
DEP 2004	The Life Cycle
ECO 2013	Macroeconomics
ECO 2023	Microeconomics
EDF 2005	Introduction to the Teaching Profession**
EDF 2085	Introduction to Diversity for Educators**
EME 2040	Introduction to Technology for Educators**
ENC 1101	English Composition I*

ENC 1102	English Composition II*
EUH 2011	Ancient History I
EUH 2012	Ancient History II
EVR 2001	Environmental Science
FIL 2000	Film & Culture
FIN 2100	Personal Finance
GEB 2011	Introduction to Business
HUM 1020	Introduction to Humanities
INR 1015	World Perspective
LIT 2000	Introduction to Literature
MAC 1105	College Algebra*
MAC 1147	Precalculus Algebra & Trigonometry
MAC 2233	Business Calculus
MAC 2311	Calculus I
MAC 2312	Calculus II
MAC 2313	Calculus III*
MAD 2104	Discrete Mathematics
MAP 2302	Differential Equations*
MUL 2010	Music & Culture
OCE 2001	Introduction to Oceanography
PHY 2048 / 2048L	General Physics (calculus based) w/ Lab
PHY 2049 / 2049L	General Physics II (calculus based) w/ Lab
PHY 2053 / 2053L	General Physics w/ Lab
PHY 2054 / 2054L	General Physics II w/ Lab
POS 2041	American National Government

POS 2080	The American Political Tradition
PSY 2012	Introduction to Psychology
REL 2300	Introduction to World Religions
SPC 2608	Public Speaking
SPN 1120	Introduction to Spanish
SPN 1121	Introduction to Spanish II
STA 2023	Introduction to Statistics*
SYG 2000	Introduction to Sociology
THE 2000	Theater & Culture

*\* For 2019-20, USF will work with Sarasota/Manatee schools to either credential a high school faculty member or provide a USF faculty member to teach the course at high school campuses, as designated by the school and based on the availability of qualified instructors and resources. All other courses will either be held online or at the USF campus located at 8350 N. Tamiami Trail, Sarasota, Florida 34243. No other courses shall be offered on a high school campus.*

*\*\* For 2019-20: Designated for Education Academy students at Sarasota/Manatee-designated school(s).*

## APPENDIX B

Some USF courses may require higher placement scores or prerequisite coursework in addition to the minimum ACT/SAT scores for dual enrollment eligibility. AP, AICE or IB exam scores may take the place of SAT/ACT scores when allowed by the USF Catalog. Below are the courses that require higher placement scores or prerequisite college coursework:

- ACG 2071: Principles of Managerial Accounting – C (2.0) or better in ACG 2021.
- ASL 2150c: Intermediate American Sign Language – C (2.0) or better in ASL 2140c.
- EDF 2085: Introduction to Diversity for Educators – C (2.0) or better in EDF 2005.
- ENC 1102: English Composition II – C (2.0) or better in ENC 1101.
- MAC 1147: Precalculus Algebra and Trigonometry - C (2.0) or better in MAC 1105, or 570 or better SAT Math score, or 24 or better ACT Math score.
- MAC 2233: Business Calculus - C (2.0) or better in MAC 1105, or C (2.0) or better in MAC 1140, or C (2.0) or better in MAC 1147, or 610 or better SAT Math score, or 26 or better ACT Math score.
- MAC 2311: Calculus I – C (2.0) or better in MAC 1147, or 29 or better ACT Math, or 650 on SAT Math.
- MAC 2312: Calculus II - MAC 2311 with a grade of “C” or better
- MAC 2313: Calculus III - MAC 2312 with a grade of “C” or better
- MAP 2302: Differential Equations – C (2.0) or better in MAC 2283 or MAC 2313.
- PHY 2048: Gen. Physics I/Gen. Physics I Lab - MAC 2311; Must be taken concurrently w/ lab, and if dropped, dropped simultaneously.
- PHY 2049: Gen. Physics II/Gen. Physics II Lab - MAC 2312, PHY 2048/2048L; Must be taken concurrently w/ lab, and if dropped, dropped simultaneously.
- PHY 2053/2053L: Physics II/Physics II Lab – MAC 1140 or MAC 1147; Must be taken concurrently w/ lab, and if dropped, dropped simultaneously.
- PHY 2054/2054L: Physics II/Physics II Lab – PHY 2053, PHY 2053L; Must be taken concurrently w/ lab, and if dropped, dropped simultaneously.
- SPN 1120: Introduction to Spanish I - class not available for native Spanish speakers.
- SPN 1121: Introduction to Spanish II - C (2.0) or better in SPN 1120; class not available for native Spanish speakers.

## APPENDIX C

### Standardized Test Scores

Minimum standardized test scores:

- 560 on SAT Critical Reading and 530 on SAT Math on SAT taken after March 2016;
- 21 on ACT Reading and 21 on ACT Mathematics;
- USF does not accept PERT.

All science and math courses require the student to meet the SAT Math score of 530 and/or the ACT Math score of 21. Students who do not meet the minimum test requirements in Reading, Critical Reading and/or Writing, but do meet the score requirements for math, may still enroll in Math or Science courses. Class type is determined by the USF Catalog. Test scores can be submitted to USF via mail, scanned, or delivered by hand.

All English and humanities courses require the student to meet the SAT Critical Reading score of 560 and/or the ACT Reading score of 21. Students who do not meet the minimum test requirements in Math, but meet in Reading, Critical Reading and/or Writing, may still enroll in English and humanities courses. Class type is determined by the USF Catalog. Test scores can be submitted to USF via mail, scanned, or delivered by hand.

## Appendix D

### DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don't know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

**APPENDIX E**  
**AUTHORIZATION FORM**  
**DUAL ENROLLMENT AT USF**  
Private School Student

Term: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

Date: \_\_\_\_\_

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

Student's Email Address: \_\_\_\_\_

Grade Level: \_\_\_\_\_ HSGPA: \_\_\_\_\_

In accordance with Florida Statutes, the student is taking dual enrollment course(s) to meet specific high school graduation requirement(s):

\_\_\_\_\_  
ONLY THE COURSE(S) LISTED ABOVE HAVE BEEN APPROVED. If the course(s) selected is unavailable and the student wishes to take another course, the student is required to consult with the homeschool principal for approval of an alternative course from the State of Florida Dual Enrollment Equivalency List.

**Principal's Statement**

In order to meet the academic needs for the student named, the student may dually enroll at USF for the course(s) indicated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Please continue to page 2 for additional information

PRIVATE SCHOOL  
DUAL ENROLLMENT (USF)  
AUTHORIZATION FORM (continued)

**Student's Statement of Responsibility**

- Student and parent must sign "Statement of Responsibility"
- Student must USF with a Non-degree Seeking Application
- It is the student's responsibility to submit all required paperwork directly to USF by the published deadline on USF's dual enrollment website. Refer to the website for more information: [www.honors.usf.edu](http://www.honors.usf.edu) (click on prospective students)
- Meet minimum required test score on the SAT or ACT (student's responsibility to submit to USF)
- Student and parent are aware that credits and grades earned through dual enrollment will be part of the student's permanent high school and the college record/transcript
- Student and parent understand that dual enrollment students interact with diverse college students in a college campus environment with academic and social challenges
- Dual enrollment courses must be taken at HCC, which is the State-mandated provider of dual enrollment. In the event the course *is not offered* at HCC, the student may take the course at USF with approval by USF.
- I understand that I must request to have my transcript sent by USF to my home school and pay any applicable fees

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Student's signature

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Date

Parent's signature

Date