



**GUIDE FOR NONPUBLIC INSTITUTIONS:
STATEWIDE ARTICULATION AGREEMENTS
WITH THE FLORIDA COLLEGE SYSTEM**

Guide for Nonpublic Institutions: Statewide Articulation Agreements with The Florida College System

Background

The Florida College System (FCS) is comprised of 28 locally-governed colleges that enrolled more than 887,000 students statewide in 2009-10. The mission of FCS is to: maximize open access and success for students; respond to community needs for postsecondary academic education and career degree education; and provide high quality associate and baccalaureate degrees that will best meet the state's employment needs. The Division of Florida Colleges (DFC) provides leadership and advocacy to promote education innovation and continuous improvement within the FCS.

A statewide articulation agreement exists in Florida Statutes¹ and Florida Administrative Code² to establish an effective and orderly transfer process for students entering a Florida college, completing an Associate in Arts degree, and transferring to a state university or a Florida College System institution. Florida Statutes also encourage collaboration between the public and independent – or nonpublic – sectors of postsecondary education. DFC currently has agreements with the following institutions:

- Independent Colleges and Universities of Florida (http://www.fldoe.org/articulation/pdf/ICUF_Agreement.pdf)
- Keiser University (http://www.fldoe.org/articulation/pdf/Keiser_Agreemt.pdf)
- Strayer University (<http://www.fldoe.org/articulation/pdf/StrayerUAgreement.pdf>)
- Association of Jesuit Colleges and Universities (<http://www.fldoe.org/articulation/pdf/JesuitUAgreement.pdf>)
- DeVry University (<http://www.fldoe.org/articulation/pdf/dvaa.pdf>)
- Western Governors University (<http://www.fldoe.org/articulation/pdf/WesternGovernorsAg.pdf>)

This guide is intended to provide information to nonpublic postsecondary institutions that seek to enter into an articulation agreement with FCS institutions. Below is a step-by-step overview of the process for the nonpublic institution to work with DFC in developing the desired articulation agreement.

Process

Step 1

Initiate Contact

- Nonpublic institution (institution) initiates contact with DFC by completing the “Intent to Develop Nonpublic Articulation Agreement” form (see Appendix A).
- Institution emails completed form to Carrie Henderson at Carrie.Henderson@fldoe.org.
- DFC sends confirmation email to institution indicating receipt of form and notice that the institution can begin developing draft agreement using Word template (see Appendix B).

¹ Section 1007.22, Florida Statutes. Retrieved from http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1007/Sections/1007.22.html

² Rule 6A-10.024, Florida Administrative Code. Retrieved from <https://www.flrules.org/gateway/readFile.asp?sid=0&tid=1069733&type=1&file=6A-10.024.doc>

Step 2

Draft Agreement

- Institution completes the draft agreement using track changes feature in Word.
- Institution emails Word document, with tracked changes, to Carrie Henderson at Carrie.Henderson@fldoe.org.

Step 3

Revise Agreement

- DFC reviews and, if necessary, revises draft agreement. DFC returns agreement to institution.
- Institution reviews DFC's revisions, makes any necessary changes, and returns agreement to DFC.
- DFC's Associate Vice Chancellor reviews and, if necessary, revises draft agreement. DFC returns agreement to institution.
- Institution reviews Associate Vice Chancellor's revisions, makes any necessary changes, and returns agreement to DFC.
- DFC's Executive Vice Chancellor reviews. DFC finalizes revisions and emails completed agreement to institution.

Step 4

Finalize Agreement

- Institution prints and signs two agreements and ground mails both to:
***Ms. Carrie Henderson
Division of Florida Colleges
Florida Department of Education
325 West Gaines Street, Ste. 1544
Tallahassee, FL 32399-0400***
- Chancellor reviews and, if approves, signs agreement.
- DFC scans and emails PDF version of the agreement to institution and ground mails one signed copy to institution. DFC retains the other signed copy.
- DFC provides notice of the articulation agreement to:
 - Council of Presidents
 - Council on Instructional Affairs
 - Council of Student Affairs
- Florida Department of Education posts articulation agreement to Office of Articulation website.

Step 5

Create Manual

- Institution creates articulation manual outlining details of student transfer (see Appendix C). For an example, see Western Governor University's manual at
- [http://files.facts.usf.edu/pdfDocuments/manuals/otherPrivateArticulationManuals/WGU FLCC%20Articulation%20Manual%204%204%2011.pdf](http://files.facts.usf.edu/pdfDocuments/manuals/otherPrivateArticulationManuals/WGU%20FLCC%20Articulation%20Manual%204%204%2011.pdf).

Step 6

Publish Manual

- Institution submits articulation manual to DFC for posting on FACTS.org.

Step 7

Maintain Agreement

- Institution annually updates manual in June.
- Institution submits Annual Accountability Report in June (see ***Appendix D***).

Contacts

If you have any questions, the primary contact for nonpublic articulation agreements is:

Ms. Carrie Henderson
Coordinator of Student Success
Division of Florida Colleges
Carrie.Henderson@fldoe.org
(850) 245-9464

Additional contacts include:

Ms. Julie Alexander
Associate Vice Chancellor for Learning Initiatives
Division of Florida Colleges
Julie.Alexander@fldoe.org
(850) 245-9523

Ms. Carla Campbell
Administrative Assistant
Division of Florida Colleges
Carla.Campbell@fldoe.org
(850) 245-9471

Appendix A
Intent to Develop Nonpublic Articulation Agreement
with the Division of Florida Colleges



Intent to Develop Nonpublic Articulation Agreement with The Division of Florida Colleges

- 1. Name of Institution:** Click here to enter text.
- 2. Brief History of Institution:** Click here to enter text.
- 3. Institution type (for-profit or not-for-profit):** Click here to enter text.
- 4. Location:** Click here to enter text.
- 5. Accreditation:** Click here to enter text.
- 6. Licensure in Florida, if applicable:** Click here to enter text.
- 7. For which programs are you interested in creating articulation agreements? List all that apply.** Click here to enter text.
- 8. Please provide the contact information for the individual coordinating the agreement process.** Click here to enter text.

Upon completion, please email this form to Carrie.Henderson@fldoe.org.

Appendix B
Nonpublic Articulation Agreement Template

**ARTICULATION AGREEMENT BETWEEN
THE DIVISION OF FLORIDA COLLEGES**

AND

A Statement of Philosophy and Intent

The State of Florida, long a national leader in higher education, has given broad policy directions to the system of postsecondary education with regard to transfer and articulation between and among two- and four-year institutions. A statewide articulation agreement exists in Florida Statutes and Florida Administrative Code to establish an effective and orderly transfer process for students entering a Florida college, completing an Associate in Arts degree, and transferring to a state university. Florida Statutes also encourage collaboration between the public and independent sectors of postsecondary education.

_____ [brief history and description of the partner institution, its location(s), accreditation, and licensure in Florida].

The purpose of this agreement is to set forth the uniform conditions regarding articulation between The Florida College System (FCS) and _____. It is intended to increase the options available to _____ [students it will serve and how]. This agreement serves as an overarching statement of cooperation between the FCS and _____, thus benefiting FCS graduates in _____ degree programs. However, it is not intended to supersede more specific college and program articulation agreements as developed in geographic areas served by campuses of _____. This articulation agreement between the FCS and _____ was established in ____ [year].

**ARTICULATION AGREEMENT BETWEEN
THE DIVISION OF FLORIDA COLLEGES**

AND

This Articulation Agreement is entered into this _____ day of _____, _____, by and between the Division of Florida Colleges and _____.

WHEREAS, the parties desire to promote the most efficient and effective use of their resources and to offer students the broadest possible range of educational opportunities, and

WHEREAS, the parties desire to encourage and facilitate the establishment of specific articulation provisions between Florida's public colleges and _____, and

WHEREAS, the intent of this agreement is to facilitate the transfer of qualified _____ (degree type) students from Florida's public colleges to _____,

NOW, THEREFORE, the parties agree to cooperate in articulating programs in accordance with the terms set forth herein.

- I. _____ shall recognize the _____ degree(s) as the transfer degree(s) from The Florida College System.

- II. _____ shall publish an articulation manual that specifies the programs articulated with the _____ degree(s), including the course requirements and related prerequisite courses for each program. This articulation manual will be made available to students, faculty, and advisors through [explain].

- III. _____ shall develop course equivalency tables, specifically for program prerequisites and course requirements, insofar as it is reasonable and necessary to do so. Courses that are designated as equivalent in objectives, content, and credit hours must be treated as equivalent for all colleges.

- IV. _____ shall annually provide data to the Division of Florida Colleges on the number of FCS graduates by academic term who enroll under the provisions of this agreement and graduate with the baccalaureate degree.

- V. _____ and the Division of Florida Colleges shall agree to the following conditions:
 - A. College students who transfer with a(n) _____ degree under the terms of this Agreement shall enter with junior standing, provided that transfer students shall meet the same standards and program requirements as native students. This includes admissions requirements (i.e., standard high school diploma, high school equivalency diploma, or other credential as authorized by Florida Statutes), college placement testing, and prior successful completion of all college preparatory coursework as mandated by state-approved assessments and standards. Failure to demonstrate

adherence to agreed-upon standards of individual student college readiness may abrogate guarantees for transfer of credit for specific students or termination of this agreement.

B. College students who transfer under the terms of this Agreement shall be considered as having completed the general education requirements of _____. [If needed, specify any differences based on degree.] However, _____ may specify additional courses that must be completed prior to the awarding of the baccalaureate degree. These courses may be completed at either institution.

C. A college student transferring under the terms of this Agreement shall be governed by the graduation requirements set forth in the _____ catalog in effect at the time of the student's initial enrollment in a Florida college, provided the student maintains continuous enrollment as defined by _____ and receives an _____ degree and transfers to _____ within six years of initial enrollment in a Florida college. Continuous enrollment as defined by _____ is _____ [explain]. The student will also have the option of graduating under the catalog in effect at the time of transfer.

D. Admission of a Florida college student to _____ will depend on the number of spaces in each academic year [if appropriate, otherwise delete] and the continuation of the program. Program discontinuance will remove any obligation (beyond those protections afforded to native students) of _____ to comply with the provisions of the Articulation Agreement relative to the discontinued program.

E. For the students accepted for transfer, the grade of "D" will be treated the same as grades of "D" obtained by native students at _____. _____ may require a grade point average (GPA) of not less than 2.0 overall or a grade of "C" or better in all prerequisite courses, provided the same policy is applied equitably for native and transfer students. [Specify if different.]

F. All credit from _____ degrees awarded by a Florida college will transfer to _____, based on the established number of credits in the college program of study. This includes a minimum of 60 credits for the Associate in Arts and _____ [specify for other articulated degrees]. However, the student must meet the specific degree course requirements of _____, which may mean extending the number of credit hours to earn the degree, if the 60 hours [revise if needed] transferred and applied do not include all of the degree prerequisites.

G. Credit awarded by a Florida college as experiential credit and/or credit awarded by exam, such as College Level Examination Program (CLEP), International Baccalaureate (IB) Program, Advanced International Certificate of Education (AICE) Program, and Advanced Placement (AP), while acceptable to satisfy associate degree requirements, may or may not satisfy specific requirements of the baccalaureate degree. _____ policy on accepting credits awarded as experiential credit and credit by exam is [specify policy here].

H. Authority over all academic policies or practices not mentioned in this agreement shall remain with _____.

I. Programmatically, the forgiveness policy for _____ shall prevail. [Specify policy here.]

VI. During the period of this Agreement, the Division of Florida Colleges shall:

A. Publicize the Articulation Agreement among the faculty, staff, and students in The Florida College System via the FACTS.org website maintained by the Florida Center for Advising and Academic Support as well as other Department of Education and Division of Florida Colleges publications, correspondence, and outreach activities.

B. Make available to state college faculty members, counselors, students, and other appropriate individuals within The Florida College System, the _____ admission requirements; preferred general education requirements; program prerequisite courses, other related requirements, and the course equivalency lists. This will be done via the FACTS.org website maintained by the Florida Center for Advising and Academic Support.

VII. Both parties agree:

A. To cooperate on curricular and advising issues that will facilitate future student transfer.

B. To encourage the development of scholarships and other financial aid opportunities for Florida college transfer students who are directly affected by this Agreement. [If appropriate, specify here. Otherwise, delete.]

C. To foster communication between _____, the Division, and The Florida College System. The following individuals will serve as liaison officers for matters relating to this agreement:

Division of Florida Colleges: Ms. Carrie Henderson Coordinator of Student Success (850) 245-9464 or carrie.henderson@fldoe.org	_____ : [Name and Contact Information]
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Both parties agree to notify the other of any changes in contact information for their respective liaison officers.

D. To provide for periodic review of the Agreement to strengthen articulation between The Florida College System and _____. The review should be initiated by the Division and should take place at least once every [suggested three to five] years, following initial implementation of the Agreement.

VIII. Applicable Law. This Agreement will be governed and construed in accordance with the laws of the State of Florida and the rules of the State Board of Education.

IX. Modifications. Any modifications, additions, or deletions to this Agreement must be in writing and signed by both parties. The designated representatives are the _____ of _____ and the Chancellor for the Division of Florida Colleges.

X. Termination of the Articulation Agreement. Either party may terminate this Agreement by giving written notice to the other party. The notice shall state the effective date of termination which shall be at least one year after the date on which the notice is received by the other party. Any student enrolled in a Florida college during the time this Agreement is in effect shall continue to receive the benefits of the Agreement until the effective date, one year after notification, provided all conditions contained herein are met by the student.

This Articulation Agreement between _____ and the Division of Florida Colleges was accepted and approved by the participating entities this _____ day of _____, 20__.

By: _____
Title, Institution

By: _____
Chancellor, Division of Florida Colleges

THIS AGREEMENT shall take effect on _____, and shall remain in effect until terminated by either party.

Appendix C
Nonpublic Articulation Manual Content Guidelines

Nonpublic Articulation Manual Content Guidelines

NAME OF INSTITUTION:

ACADEMIC YEAR:

PROGRAM OF STUDY (MAJOR): Name the program, i.e., biology, accounting, etc.

COLLEGE: Name the academic college at the institution, i.e., the College of Arts and Sciences.

SCHOOL: If applicable, name the academic school, i.e., School of Engineering.

DEGREE: Name the degree offered, i.e., Bachelor of Arts.

OPTIONS/TRACKS: If applicable, name the option or track under the major. For example, a school may offer specialized tracks under the biology major, such as cell biology or marine biology. You may elect to classify a "track" as a program of study if it has numerous distinct requirements.

CONTACT: Provide the name, title, mailing address, telephone number, fax number, and email address of the individual at your institution who can answer specific questions regarding the academic program requirements for the program of study. For example, the department chairperson or dean.

PROGRAM OF STUDY TO BE TAKEN AT THE FCS INSTITUTION (Lower Level Course Requirements): List the statewide course prefix and number, course name and/or course title, and credit hours needed for any lower level courses that may be taken at the FCS institution and that are either required for admission to the major; are required for completion of the degree program; or are recommended for the major. In addition, list any preferred general education courses that are suggested for a student transferring pursuant to the Articulation Agreement. For example, to be admitted to the upper division as a biology major, a student may be required to have completed general chemistry, elementary college physics, and trigonometry. All course listings should include the prefix, number and title, and credit hours. Include any explanatory footnotes or comments when necessary.

GENERAL ADMISSION REQUIREMENTS TO THE NONPUBLIC INSTITUTION: Specify any requirements needed for admission to the institution, such as minimum grade point average, specific test requirements, performance requirements, required documents, immunization or other health requirements, and any other requirements of which students need to be aware.

ADMISSION REQUIREMENTS TO THE MAJOR/PROGRAM OF STUDY: List any special requirements, in addition to the above requirements, that are prerequisite to admission in the upper division program of study; for example, if a student needs a higher grade point average than stated above, additional performance requirements such as auditions or portfolios, test scores, etc.

PROGRAM OF STUDY AT THE NONPUBLIC INSTITUTION (Upper Level Course Requirements): List the course prefix and number, course name and/or course title, and credit hours needed for all upper level courses of study that must be completed at the nonpublic institution to earn the baccalaureate degree. Also describe any other information that students need to be aware of to complete the program of study and graduate. The courses listed under this section, combined with the courses listed under the section titled Program of Study to be taken at the FCS Institution, should contain all program-specific course work necessary to obtain the degree under this major.

Appendix D
Annual Accountability Report Template

