

Articulation Coordinating Committee

October 28, 2015

1:00 p.m. – 4:00 p.m. (ET)

**Room 1703 Turlington (Education) Building
Tallahassee, Florida**

This meeting will be webcast: <http://fldoe.org/policy/articulation>

Dial in: 888-670-3525

Code: 2485005088

Introduction

Chair Comments	Chair Ed Massey
Member Comments and Areas of Interest for 2016	ACC Members

Action Items

1. Approval of May 27 and June 9, 2015 Meeting Minutes	Chair Ed Massey
2. Revisions to the Common Prerequisite Manual	Lynda Page
3. Rule Development Workshop: 6A-10.024 Articulation Between and Among Universities, Florida Colleges, and School Districts	Matthew Bouck
4. Updates to ACC Guidelines on Florida Residency for Tuition Purposes	Lynda Page

Discussion Items

5. HECC Recommendations on Transfer of Credit	Dr. Ed Moore, President, ICUF
6. FloridaShines College and Career Planning Tool	Nashla Dawahre, Florida Virtual Campus
7. Education Common Prerequisites Review Update	Matthew Bouck/Lynda Page
8. Florida's Integrated Career and Academic Preparation Program (FICAPS)	Kathleen Taylor
9. Florida College System Reporting: Institution/Program of Interest	Matthew Bouck
10. Nonpublic Institution Articulation Agreement Process	Matthew Bouck
11. General Education Core Update	Matthew Bouck
12. SCNS Faculty Credential Manual	Matthew Bouck

Next Meeting: TBA (Legislative Session: January 12 – March 11)

ACC Membership
October 2015

Florida College System	State University System	Career and Adult Education
Ed Massey – Chair Indian River State College	Jennifer Buchanan Florida State University	Warren Brooks Hillsborough County Schools
Karen Borglum Valencia College	William Hudson Florida A&M University	Anna Lebesch St. Johns River State College
K12 Education	Nonpublic Education	Students
Jesus Jara Orange County Public Schools	Theresa Antworth ICUF	Ted Stratton Dir., Gubernatorial Fellows
Mark Klauder Citrus County Schools	David Persky St. Leo University	

**Articulation Coordinating Committee
October 28, 2015**

Item #1 Approval of May 27 and June 9, 2015 Meeting Minutes

ACC Action: Approval

Presenter: Ed Massey

Articulation Coordinating Committee
May 27, 2015 and June 9, 2015*
Meeting Minutes

**There was not a quorum present for the May 27, 2015, meeting of the ACC. The ACC held a conference call on June 9, 2015, to approve the action items.*

Members Present – May 27, 2015

Ed Massey
Jennifer Buchanan
Bill Hudson
Barbara Sloan
Theresa Antworth (for David Persky)

Members Present – June 9, 2015

Ed Massey
Warren Brooks
Jennifer Buchanan
Mark Klauder
David Persky
Barbara Sloan
Ted Stratton

Action Items	
1. Approval of December 9, 2014 and January 29, 2015 Meeting Minutes	June 9, 2015: Motion by Ted Stratton, Second by David Persky. The December 9, 2014 and January 29, 2015 meeting minutes were approved
2. ACC Guidelines on Florida Residency for Tuition Purposes	<p>The ACC Residency for Tuition Purposes Guidelines provide guidance to institutions in carrying out the provisions of section 1009.21 Determination of resident status for tuition purposes, of State Board of Education Rule 6A-10.044 Residency for Tuition Purposes and of BOG Regulation 7.005 Residency for Tuition Purposes. The Guidelines are developed by college and university administrators in conjunction with the Statewide Residency Committee, the Florida Department of Education, and the State University System of Florida Board of Governors.</p> <p>Julie Alexander explained that many questions regarding residency determinations are not answered by statute, rule and regulation. The guidelines help to clarify those gray areas. Some of the revisions include: (1) revisions to the definition of a parent, expanded to allow for anyone with a parental relationship; (2) the “Ruiz” ruling that prohibits denial of residency for U.S. citizens based on the immigration status of the parents; and (3) use of the spouse’s residency to establish residency.</p> <p>Rule and regulations are moving through the process, which will include a Residency Declaration for a student to assert that he or she is a dependent under the IRS definition. The revisions do not include the military fee waivers.</p> <p>June 9, 2015: Motion by Bill Hudson, Second by Jennifer Buchanan. The updates to the ACC Guidelines on Florida Residency for Tuition Purposes were approved.</p>
3. Common Prerequisite Manual	Lynda Page and Abbey Ivey presented updates to the Manual: Electrical Engineering CIP Code: 14.1001 Civil Engineering CIP Code: 14.0801

	<p>Mechanical Engineering CIP Code: 14.1901 Software Engineering, B.S. CIP Code: 14.0903 Biology, General (Track 1 of 2) CIP Code: 26.0101</p> <p>Matthew Bouck then presented revisions to the description of the ACC Oversight Committee.</p> <p>June 9, 2015: Motion by Ted Stratton, Second by Barbara Sloan. The updates to the Common Prerequisite Manual and to the ACC Oversight Committee description were approved.</p>
4. ACC Credit by Examination Equivalencies	<p>Amanda Register presented updates to the ACC Credit-by-Examination Equivalencies.</p> <p>Advanced Placement</p> <ul style="list-style-type: none"> AP Research- new exam AP Seminar- new exam AP Spanish Language & Culture- renamed to reflect exam title update <p>AICE</p> <ul style="list-style-type: none"> AICE Histories- discontinued with revised exams AICE Media Studies AS- Level & A-Level- new exams <p>IB</p> <ul style="list-style-type: none"> English A1: Discontinued; expanded to English Language A: Language and Literature and English Language A: Literature Languages renamed to “Language B” to reflect exam title update <p>DSST</p> <ul style="list-style-type: none"> Business Law II – discontinued Fundamentals of Cyber Security – new exam Introduction to the Modern Middle East – discontinued Principles of Financial Accounting – discontinued Western Europe since 1945- discontinued <p>June 9, 2015: Motion by David Persky, second by Ted Stratton. The updates to the ACC Credit-by-Exam Equivalencies were approved.</p>
5. Dual Enrollment Course—High School Subject Area Equivalency List	<p>Matthew Bouck presented updates to the dual enrollment list. These include additions and revisions to courses in Practical Arts/Vocational and additional Science courses that will satisfy the Biology high school graduation requirement and clarification regarding dual enrollment students and the Biology I EOC.</p> <p>June 9, 2015: Motion by Jennifer Buchanan, second by Mark Klauder. The updates to the Dual Enrollment Course—High School Subject Area Equivalency List were approved.</p>
Discussion Items	
6. Transfer of Credit Survey	<p>Matthew Bouck presented results of a survey to explore selected issues that affect student transfer under the 2+2 guarantee and transfer of credit under the Statewide Course Numbering System, a survey was distributed to Florida College System and State University System institutional articulation officers. The results of this survey will assist in the revision of State Board of Education Rule 6A-10.024, FAC, Articulation Between and Among Universities, Florida</p>

	<p>Colleges, and School Districts. The issues included in this survey were: (1) general education core course transfer; (2) the 2+2 and prior student misconduct; (3) coursework after the AA; (4) transient student credit; (5) program accreditation; (6) and recency of credit.</p> <p>These items will be discussed further and will be included in a future revision of the 6A-10.024 rule.</p>
7. 2015 Legislation	<p>Matthew Bouck presented a legislative update for a session that produced few bills.</p> <p>HB 7069 Education Accountability Education Accountability: Revises provisions relating to uniform opening date of public schools, high-performing school districts, student & parent rights, student remediation, scholar designation for standard high school diploma, statewide standardized assessment program, administration & proctoring of assessments, student progression, student evaluation for college readiness, research-based reading instruction allocation, salary schedules, evaluation procedures & criteria, teacher certification, & professional development.</p> <p>SB 7028 Education Opportunities for Veterans Educational Opportunities for Veterans; Revising criteria for eligibility for out-of-state fee waivers at state universities, Florida College System institutions, and specified career centers; removing a provision regarding the applicability of waivers to required credit hours for a student's degree or certificate program, etc.</p>
8. Update on Higher Education Coordinating Council Priority Projects	<p>Matthew Bouck presented the 2015 activities of the HECC. It has four priority areas for recommendations:</p> <ol style="list-style-type: none"> 1. Continue to encourage and support all education sectors in defining key performance metrics to align with statewide higher education policy and fiscal goals, recognizing that performance benchmarks might differ by delivery sector and program. 2. Broaden its commitment to seamless articulation pathways by incentivizing higher education institutions to increase the number and proportion of transfer students receiving credit towards their intended program of study always keeping in mind issues of accreditation and quality. 3. Expand incentives to promote collaboration between the business community and the education system, utilizing our higher education assets as a component of our economic development activities. 4. Continue to align, prioritize and incentivize education funding to better meet Florida's industry talent needs through the use of the best available labor market intelligence and industry data.
9. Florida Career and Educational Planning System	<p>John Opper presented an update on the Florida Career and Educational Planning System. The Florida Virtual Campus now falls under the Complete Florida Plus Program through the University of West Florida, the current FLVC website will be renamed FloridaShines.</p> <p>The Career and Educational Planning system, "My Career Shines" is being implemented by the Kuder Group. These will be implemented in three phases:</p>

	<p>Kuder Galaxy for elementary students, Kuder Navigator for 6-12 grade, and Kuder Journey for postsecondary students and adults. The Navigator will be implemented in August 2015, with all phases by Spring 2016</p> <p>Dr. Massey emphasized that a cafeteria system is not efficient. There should be directed pathways that are more efficient and effective for student course choice and completion.</p> <p>Dr. Hudson asked if this system can track students into employment? This is beyond the FLVC, but we can through FETPIP. But once a user has an account, that student can take the account into adulthood.</p>
10. General Education Core Implementation	<p>Matthew Bouck presented an update to the general education core course options required in s. 1007.25, FS, and in rule 6A-14.0303, FAC.</p> <p>The Statewide Course Numbering System has created a general education core designation for all institution courses included in the rule/regulation. Additionally, the SCNS is tracking additional courses identified by institutions that will meet the general education core.</p> <p>In reviewing the list of additional courses designated by institutions as general education core courses, the ACC was concerned about 300-4000 level courses. Wouldn't the student have completed the general education core by the time that student reached the upper level?</p> <p>The ACC was also concerned about defining 15 hours of coursework an institution does not offer as general education, does that impact articulation?</p>
11. High School Feedback Report/PCPT	<p>Matthew Bouck presented the new Performance on Common Placement Tests and High School Feedback reports for 2013 high school graduates. The PCPT report shows the percent of Florida public high school graduates who attended a public postsecondary institution the next fall who score at or above the cutoff in all three subjects has gone from 64.70% for 2011 graduates to 67.40% for 2013 graduates. These reports are available on the Office of Articulation site at: http://www.asljkflsakjfsakf.org</p>

Articulation Coordinating Committee
October 28, 2015

Item #2: Revisions to the Common Prerequisite Manual

ACC Action: Approval

CIP	Program	Change
14.0903	Computer Software Engineering	Florida Gulf Coast University is changing its Computer Software Engineering program from a CIP in 11.0899 to the engineering CIP. FGCU is the only institution in both CIPS.
16.1603	Sign Language	(Pending Discipline Committee Approval) Add a track for non- AS Sign Language degree students for a BS in Sign Language. UNF plans to offer UNF-only coursework via distance.
51.0908	Cardiopulmonary Science	Valencia College and Florida Southwestern State College propose adding a note indicating PHYX007/X007L is not required at VC and FSWSC.
52.0203	Supply Chain Management	Add the University of North Florida and the University of West Florida. Add course options and footnote.
52.0906	Resort & Hospitality Management	Delete a course.

Presenter: Lynda Page

ACC Oversight Committee Meeting
October 2015
Proposed Common Prerequisite Revisions

Action Items for Committee Approval

CIP	Program	Change
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51.0908	Cardiopulmonary Science	Valencia College and Florida Southwestern State College propose adding a note indicating PHYX007/X007L is not required at VC and FSWSC.
52.0203	Supply Chain Management	Add the University of North Florida and the University of West Florida. Add course options and footnote.
52.0906	Resort & Hospitality Management	Delete a course.

Technical Changes in Common Prerequisites

CIP	Institution	Change
11.0103 Track 2	Information Technology	Add Florida A&M University
11.0103 Track 4	Information Technology	Add Santa Fe College – BAS Information System Technology
13.1202	Elementary Teacher Education	Add Polk State College – BS Elementary Education
13.1210 Track 1	Pre-Elementary Early Childhood Teacher Education	Add Polk State College – BS Early Childhood Education
13.1312	Music Teacher Education	Add Florida Gulf Coast University
26.0101 Track 1	Biology, General	Add University of South Florida Sarasota Manatee
45.0201	Florida Gulf Coast University	Add Florida Gulf Coast University
45.0601 Track 2	Florida Gulf Coast University	Add Florida Gulf Coast University.
51.0000 Track 5	Health Science	Add Seminole State College of Florida – BS Health Sciences
51.3801 Track 2	Nursing	Add Tallahassee Community College – BS Nursing

Program: Computer Software Engineering

CIP: 11.0899 14.0903

Offered At: FGCU

Track: 4/2 1

Program Length: 120 Cr. Hrs.

New cip 11/26/2014

LOWER LEVEL COURSES

Cr. Hrs.

COPXXXX (1) 3

& XXXXXXX (2) 2-4

COPX500 or COPX000 3

& COPX006 or COPX253 3

Or COPX800

Or COPX250

& MACX311 4

& MACX312 4

& Select from the following

Take both courses

PHYX048/X048L 4

& PHYX049/X049L 4

Or Take both courses

PHYX048C 4

& PHYX049C 4

& STAX023 or STAX037 3

& Twi math or science elective courses from: 7-8

BSCX010C

Or BSCX011C

Or CHMX045C

Or CHMX046C

Or MACX313

Or MAPX302

Or MHFX191

(1) Intro Programming in C, C++, JAVA or equivalent language. Choose programming language required by the university to which the student wishes to transfer.

(2) Science course for science majors

FOR ALL MAJORS: Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and that will support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

Program: Sign Language **CIP:** 16.1603
Offered At: UNF **Track:** 1/2
Program Length: 120 Cr. Hrs.

NEW 5/27/09

LOWER LEVEL COURSES

Credit Hrs	Name of Course
<u>ASLX140</u> 3-4	<u>American Sign Language I</u>
<u>& ASLX150</u> 3-4	<u>American Sign Language II</u>
<u>& INTX000</u> 2-3	<u>Introduction to Interpreting</u>
<u>& ENCx101</u> 3	<u>English Composition I</u>
<u>& INTX113 (1)</u> 3	<u>English to ASL Sight Translation</u>
<u>& INTX303 (1)</u> 4	<u>Interpreting Field Experience</u>
<u>& INTX204 (1)</u> 3	<u>Interpreting in Community Settings</u>
<u>& INTX010 (1)</u> 3	<u>Discourse Analysis</u>

- (1) UNF anticipates offering these courses via distance learning, thereby allowing transfer students to have the ability to take the courses as transient students.

FOR ALL MAJORS: Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and that will support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

Program:	<u>Cardiopulmonary Science</u>	CIP:	<u>51.0908</u>
Offered At:	<u>FSWSC</u>	Track:	<u>1</u>
	<u>FAMU</u>	Program Length:	<u>120 Cr. Hrs.</u>
	<u>VC*</u>		<u>127</u>
			<u>128</u>

REVISED 5/27/09

REVISED 10/28/2009

Revised Oct 2010

FSWSC program is BAS in Cardiopulmonary Science.

REVISED 10/23/13

Technical course correction 8/4/14

LOWER LEVEL COURSES

	Cr. Hrs.
BSCX005/X005L	4
or- BSCX005C	4
or— BSCX010/X010L	4
or- BSCX010C	4
&— BSCX093/X093L	4
or- BSCX093C	4
or— ZOOX733C	4
or— BSCX085/X085L	4
&— BSCX094/X094L	4
or- BSCX094C	4
&- CGSX060 (1)	3
&— MCBX010/X010L	4
or- MCBX010C	4
or— MCBX020/X020L	4
or- PHAX751	4
or- MCBX004C	4
&— PHYX007/X007L	4
or- PHY007C	4
or— PHYX053/X053L	4
or- PHYX053C	4
&— SPCX607	3
or- SPCX050	3
or— SPCX608	3
or- SPCX017	3
or- SPCX023	3

(Please see notes in the following page)

FOR ALL MAJORS: Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and that will support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

NOTE: A grade of 'C' or higher is required for all common prerequisite courses.

- (1) Course not required at FSWSC and VC.
- * Limited Access.

Program:	<u>Supply Chain Management</u>	CIP:	<u>52.0203</u>
	<u>Logistics</u>	Track:	<u>3/3</u>
Offered At:	<u>FPU , UNF, UWF</u>	Program Length:	<u>120 Cr. Hrs.</u>

NEW 4/4/14; Revised 10-28-15

LOWER LEVEL COURSES

	Cr. Hrs.	
ECOX013	3	
& ECOX023	3	
& Select from the following:		
MACX311	3-4	Analytic Geometry and Calculus I
Or MACX281		
<u>Or MACX233</u>		
<u>OR MACX230</u>		
& Select from the following:		
STAX023	3	Statistics
Or EGSX025		
Or ESIX213		
Or STAX024		
Or STAX032		
Or STAX037		
Or STAX122		
<u>Or QMBX100</u>		
& Select from the following:		
ACGX021	3	Principles of Financial Accounting
Or ACGX022		
Or Take the following:		
ACGX001		
& ACGX011		
& Select from the following:		
ACGX071	4	Principles of Managerial Accounting
Or ACGX301		
Or ACGX072		
& EGSX625 ¹	3	Engineering & Technology Project Management
& Select from the following:		
BULX241	2 - 4	Law, Public Policy, Negotiation & Business
Or CGSX092		
Or PHIX600		
Or BULX131		
Or MANX440		
Or GEBX350		
<u>Or CGSX110</u>		
<u>Or CGSX570</u>		
<u>Or CGSX531</u>		

¹ Not required for UNF and UWF

(Continues from previous page)

FOR ALL MAJORS: Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and that will support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

NOTE: TRAX010 and TRAX154 are acceptable alternative credit for coursework required for the degree program. Students taking these courses for the MDC program who decide to attend FLPOLY will receive credit for the work.

Program: Resort & Hospitality Management **CIP:** 52.0906

Offered At: FGCU* **Track:** 1

Program Length: 120 Cr. Hrs.

REVISED 2/25/09 10-28-15

LOWER LEVEL COURSES

	Cr. Hrs.
— HFTX000 (1)	3
or- HFTX003	3

FOR ALL MAJORS: Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and that will support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

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- (1) The Professional Golf Management track under this degree area at FGCU is limited access, and students are awarded the Bachelor's in Professional Golf Management. A golf handicap of 12 or better is required, along with the completion of HFTX000.

* Limited Access.

Articulation Coordinating Committee
October 28, 2015

Item #3 Rule Development Workshop: 6A-10.024 Articulation Between and Among Universities, Florida Colleges, and School Districts

ACC Action: Approval

Revisions to be Included:

- The provisions in subsection (3) [which guarantees AA student transfer] above are subject to institution discretion for instances of prior criminal misconduct, both on or off campus.
- Pursuant to section 1007.25(9), F.S., after award of the associate in arts degree, students may earn additional credits in courses required for a degree or prerequisites to courses required for the degree. Credit awarded pursuant to this subsection does not exclude students from the provision in subsection (3) above. [subsection (3) is the AA transfer guarantee]. However, students must maintain a cumulative GPA of 2.0 or higher.
- Exceptions to guaranteed transfer for SCNS courses (listed in SCNS Handbook)
- Updated ACC Credit-by-Examination Equivalencies List

Presenter: Matthew Bouck

6A-10.024 Articulation Between and Among Universities, Florida Colleges, and School Districts.

It is the intent of the Board of Governors in regulation and the State Board of Education in rule to facilitate articulation and seamless integration of the education system by agreeing to the provisions of this articulation agreement, pursuant to Section 1007.23, F.S. The authority to adopt and amend this rule aligns with the Constitutional power given the Board of Governors for the state university system and the statutory authority given the State Board of Education for the district school boards, the Florida College System, and the Department of Education.

(1) Each state university board of trustees, Florida College System board of trustees, and district school board shall plan and adopt policies and procedures to provide articulated programs so that students can proceed toward their educational objectives as rapidly as their circumstances permit.

(2) General education.

(a) Each state university and Florida College System institution shall establish a general education curriculum, which shall require thirty-six (36) semester hours of communication, mathematics, social sciences, humanities, and natural sciences for students working toward an associate in arts or baccalaureate degree.

(b) After a state university or Florida College System institution has published its general education curriculum, the integrity of that curriculum shall be recognized by the other public postsecondary institutions. Once a student has been certified by such an institution on the official transcript as having completed satisfactorily its prescribed general education curriculum, regardless of whether the associate in arts degree is conferred, no other public postsecondary institution to which he or she may transfer shall require any further such general education courses.

(c) If a student does not complete the general education curriculum prior to transfer, the general education requirement becomes the responsibility of the new institution, consistent with Section 1007.24, F.S.

(3) Associate in Arts (A.A.) Degree. Every associate in arts graduate of a Florida College System institution shall be granted admission to the upper division of a public postsecondary institution consistent with Section 1007.23, F.S. Admission to the student's preferred public postsecondary institution or program is not guaranteed. The associate in arts degree is defined in subsection 6A-14.030(2), F.A.C., (The rule may be obtained from the Office of Articulation, Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399) which definition is incorporated by reference herein, and for purposes of this agreement, shall include:

(a) Completion of sixty (60) semester hours of college credit courses in an established program of study that includes a general education curriculum of thirty-six (36) semester hours of college credit in communication, mathematics, social sciences, humanities, and natural sciences and foreign language competence as described in Rule 6A-10.02412, F.A.C., (The rule may be obtained from the Office of Articulation, Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399) which is incorporated by reference herein. The sixty (60) semester hours that comprise a completed associate in arts degree shall be accepted in total upon transfer to an upper division program at another public postsecondary institution.

(b) Achievement of a cumulative grade point average of at least 2.0, provided that only the final grade received in courses repeated by the student shall be used in computing the average. The grade of "D" shall transfer and count toward the associate and baccalaureate degrees in the same way as "D" grades obtained by native students in the receiving public postsecondary institution. Whether courses with "D" grades in the major satisfy requirements in the major field may be decided by the receiving public postsecondary institution.

(4) The provisions in section (3) are subject to institution discretion for instances of prior criminal misconduct, both on or off campus.

(45) Each student in an associate in arts program at a Florida College System institution must indicate a baccalaureate degree program at an institution of interest by the time the student earns thirty (30) semester hours. If the student indicates a program at a public postsecondary institution, the Florida College System institution in which the student is enrolled must inform the student of the common program prerequisites, pursuant to Section 1007.23(3), F.S.

(6) Pursuant to section 1007.25(9), F.S., after award of the associate in arts degree, students may earn additional credits in courses required for a degree or prerequisites to courses required for the degree. Credit awarded pursuant to this subsection does not exclude students from the provision in subsection (3). However, students must maintain a cumulative GPA of 2.0 or higher.

(57) Associate in Science (A.S.) Degree. The associate in science degree is defined in subsection 6A-14.030(3), F.A.C., (The rule may be obtained from the Office of Articulation, Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399) which definition is incorporated by reference herein, and for purposes of this agreement shall include:

(a) Completion of the minimum number of semester hours of college credit courses in an established program of study as required in subsection 6A-14.030(3), F.A.C.

(b) Completion of a minimum of fifteen (15) semester hours in the general education subject areas of communication, mathematics, social sciences, humanities, and natural sciences. English and mathematics courses must meet the requirements adopted by the State Board of Education in Rule 6A-10.030, F.A.C., and the Board of Governors Regulation 6.017. No physical education credit will be included in the general education block of credit.

(c) Courses taken as part of the associate in science degree to meet the general education requirements will transfer and apply toward the thirty-six (36) general education credit hours required for the baccalaureate degree. No additional general education credit hours can be required except to complete the total thirty-six (36) general education hours.

(d) Capstone Degree Articulation Agreement. A capstone agreement that is entered into by a specific public or private postsecondary institution provides for the acceptance of a specific associate in science degree from any Florida college and applies it as a block of credit toward a specified baccalaureate degree. The quality and content of the associate in science degree is respected as the technical component of the baccalaureate degree and the remainder of the program is designed to complete general education requirements and provide management skills to assist in job progression. Every associate in science degree graduate of a Florida College System institution program that articulates with a capstone degree program in a specific Florida public or private postsecondary institution shall be guaranteed admission to that program except for limited access programs and those requiring specific grades on particular courses for admission. All associate in science degree graduates who articulate under the capstone agreement shall be treated equally, regardless of the Florida College System institution from which they receive their degrees. The general education component of the associate in science degree shall be accepted in total as a portion of the general education requirement upon transfer to the capstone program in a specific Florida public or private postsecondary institution.

(e) Career Ladder Degree Articulation Agreement. The Career Ladder agreement integrates specific associate in science degree programs with identified baccalaureate degree programs statewide. Each associate in science degree program must meet specific requirements as prescribed in the agreement and public postsecondary institutions are required to honor the transfer of credit toward the specified baccalaureate degree. Graduates of a Florida College System institution associate in science degree program with an agreement that is documented and maintained by the Articulation Coordinating Committee shall be granted admission to a public postsecondary institution in the program designated to articulate with their degree, except for limited access programs and those requiring specific grades on particular courses for admission. Admission to the student's preferred public postsecondary institution is not guaranteed. Each State University System institution shall develop admissions criteria to ensure that associate in science degree students are evaluated on an equal basis with associate in arts degree graduates and native university students for admission into Career Ladder programs designated as limited access and those requiring specific grades on particular courses for admission.

(f) The statewide associate in science to baccalaureate degree program articulation agreements between public postsecondary institutions shall be documented and maintained by the Articulation Coordinating Committee. The Department of Education, in consultation with institutions, shall review periodically, as necessary, but no more than once a year, the provisions of the state articulation agreements and the prescribed curricula to ensure the continued effectiveness of the articulation between the A.S. and B.A./B.S. programs. Any recommendations for revisions to the state articulation agreements will be forwarded to the Articulation Coordinating Committee for review. The revisions may be approved after the Board of Governors and the State Board of Education make independent determinations that the recommended revisions are consistent with board policies.

(68) Applied Technology Diploma (A.T.D.). The A.T.D. consists of a course of study that is part of an associate in science (A.S.) or an associate in applied science degree (A.A.S.), is less than sixty (60) credit hours, is approximately fifty (50) percent of the technical component (non-general education), and leads to employment in a specific occupation. An A.T.D. program may consist of either clock hours or college credit.

(a) Students must have a high school diploma, a high school equivalency diploma, or a certificate of completion pursuant to Section 1003.433(2)(b), F.S.; to be admitted to an applied technology diploma program; home education students may be admitted pursuant to Section 1007.263, F.S. Within six (6) weeks of entry, students in applied technology diploma programs of 450 or more hours must be tested pursuant to Rule 6A-10.040, F.A.C., and, if below minimum standards for completion from the program as defined in the program standards document adopted in Rule 6A-6.0571, F.A.C., must receive remedial instruction. The minimum standards must be at least the equivalent of a score of ten (10) on all sections of any basic skills test approved in Rule 6A-10.040, F.A.C. Students must successfully complete all remedial instruction before completing the A.T.D.

(b) Florida College System institutions may offer either college credit or clock hours toward the applied technology diploma.

Career centers may offer only clock hours.

(c) All faculty providing instruction must have at least a baccalaureate degree or an associate degree with demonstrated competencies in the specific instructional program area as defined by the Southern Association of Colleges and Schools.

(d) The information related to the guaranteed transfer of credit between an applied technology diploma program and associate in science or an associate in applied science degree must be documented and maintained by the Articulation Coordinating Committee. The documentation shall include the following:

1. The total number of clock or credit hours within the program.
2. The associate in science or associate in applied science degree into which the applied technology diploma is guaranteed to transfer.
3. The number of college credit hours guaranteed to transfer.
4. An effective date.

(e) The transfer of the applied technology diploma to an associate in science or associate in applied science degree is guaranteed for a period of three (3) years following the date of the award of the applied technology diploma.

(f) Applied technology diploma students entering an associate degree program shall meet the admissions standards stipulated in Section 1007.263, F.S.. Additional admissions requirements for limited access programs may be established by the Florida College System institution board of trustees.

| (79) Credit by examination.

(a) For examination programs listed in Section 1007.27, F.S., a list of examinations, minimum scores for guaranteed transfer credit, maximum credits guaranteed to transfer, and recommended course equivalents shall be maintained by the Articulation Coordinating Committee and reviewed annually. The list is incorporated in the document Articulation Coordinating Committee

| Credit-by-Examination Equivalencies, Effective December 2014 Month, 2016, which is herein incorporated by reference and located at (<http://www.flrules.org/Gateway/reference.asp?No=Ref-04771>). The list may be requested from the Office of Articulation, Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399.

(b) Transfer of credit by examination is guaranteed for up to forty-five (45) credits, provided that credit was awarded in accordance with the Articulation Coordinating Committee's recommended minimum scores and course equivalents.

(c) Transfer of examination credit over forty-five (45) credits is at the discretion of the receiving institution.

(d) Credit by examination may not duplicate credit from previous successfully completed postsecondary courses or examinations. Credit by examination shall be included in institution grade forgiveness policies.

(e) No grades or grade points shall be assigned for credit by examination.

(f) For all Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), and College-Level Examination Program (CLEP) examinations, credit must be awarded at a minimum in accordance with the credit-by-examinations equivalencies determined by the Articulation Coordinating Committee referenced in paragraph (7)(a) of this rule. The postsecondary institution shall determine the credit awarded for examinations completed prior to November 1, 2001, or examinations not included in the Articulation Coordinating Committee Credit-by-Examination Equivalencies.

(g) All credit by examination that is initially awarded based on Articulation Coordinating Committee (ACC) recommended minimum scores and maximum amount of credit is guaranteed to transfer and must be accepted by all public postsecondary institutions.

(h) Institutions may award credit for examinations that are not listed in this rule or that do not have recommended course equivalents, minimum scores, and maximum credits. Acceptance of transfer credit so awarded is at the discretion of the receiving institution.

| (810) Limited access programs. Florida College System institution and state university transfer students shall have the same opportunity to enroll in baccalaureate limited access programs as native students. Baccalaureate limited access program selection and enrollment criteria shall be established and published in catalogs, counseling manuals, and other appropriate publications. A list of limited access programs shall be filed annually with the Articulation Coordinating Committee.

| (911) A state university may accept non-associate in arts degree credit in transfer based on its evaluation of the applicability of the courses to the student's program at the university.

| (4012) State universities and Florida College System institutions shall publish with precision and clarity in their official catalogs the admission, course, and prerequisite requirements of the institution, each unit of the institution, each program, and each specialization. Any applicable duration of requirements shall be specified. The university or college catalog in effect at the time of a

student's initial collegiate enrollment shall govern upper division prerequisites in the same manner as for native students at the same institution, provided the student maintains continuous enrollment as defined in that catalog unless otherwise specified.

(4413) The Department and all public universities, Florida College System institutions, and school districts shall maintain the electronic exchange of student transcripts and associated educational records, including acquisition of and access to test scores of students in the standard format established by the ACC.

(4414) All postsecondary courses offered for college credit, clock hours, or developmental education credit as they are defined in Rule 6A-10.033, F.A.C., (The rule may be obtained from the Office of Articulation, Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399) which definitions are incorporated by reference herein, shall be entered in the statewide course numbering system. Each course shall be assigned a single prefix and a single identifying number in the course numbering system.

(4415) When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution including equivalency of faculty credentials regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credit so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

(a) The following are exceptions to the award of credit under section (15); the award of credit is subject to institution discretion:

1. Courses with a last three digits of 900-999;
2. Graduate courses;
3. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999; and
4. Courses in the prefixes of ART, DAA, IND, MVB, MVH, MVJ, MVK, MVO, MVP, MVS, MVV, MVW, courses in CJK with the last three digits of 000-499 and courses in TPP with the last three digits of 000-299.

Rulemaking Authority 1001.02(2)(n), 1007.23(1), 1007.25, 1007.27 FS. Law Implemented 1007.01(2), 1001.64(8)(a), 1007.23, 1007.27 FS. History—New 5-5-75, Amended 10-7-75, 6-8-76, 8-22-77, 12-26-77, 3-28-78, 5-10-78, 7-2-79, 2-27-80, 5-27-81, 1-6-83, 4-5-83, 6-28-83, 1-9-85, Formerly 6A-10.24, Amended 8-4-86, 5-18-88, 5-29-90, 7-30-91, 10-4-93, 5-3-94, 1-2-95, 9-30-96, 6-15-98, 12-13-99, 8-14-00, 10-15-01, 9-22-03, 12-18-05, 12-23-14.

Articulation Coordinating Committee
October 28, 2015

Item #4: Updates to ACC Guidelines on Florida Residency for Tuition Purpose

ACC Action: Approval

The ACC Guidelines on Florida Residency for Tuition Purposes were most recently revised on June 9, 2015

<https://www.floridashines.org/documents/111597/112688/ACC+Residency+Guidelines+June+2015.pdf/1375dcd4-a273-4319-a833-d54a51f48bbc>

Revisions for ACC Approval October 28, 2015

- Clarify dependent has been residing continuously with legal resident other than parent for at least **3** years
- List all eligible documentation in Appendix C only
- Includes allowance for other documentation that claimant is qualified U.S. alien
- Remove certain categories from those eligible to establish Florida residency (Beneficiaries of Family Unity Program, Individuals granted: (1) Temporary Protected Status (TPS); (2) a stay of deportation or removal; (3) deferred action status; (4) deferred enforced departure status

Note: Revisions to Rule 6A-10.044, *Residency for Tuition Purposes*, is on the State Board of Education agenda for 10/28/2015. Revisions include:

- Incorporate the Florida Residency Declaration, Form FRD-1
- Specify federal immigration statuses that qualify for legal residency for tuition purposes
- Revise references to the “Florida GED” to the State of Florida High School Diploma authorized under Rule 6A-6.0201, F.A.C.
- Clarify that reclassification of residency status may occur if a student or, if the student is a dependent, the parent, has maintained legal residence in Florida for at least twelve consecutive months immediately prior to the first day of classes for the term for which reclassification is sought, except as otherwise provided in section 1009.21, F.S.
- Acknowledge that a dependent student who is a U.S. citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of the parent, in accordance with section 1009.21(2)(d), F.S.; and to revise the rule as necessary to align with section 1009.21, F.S.

Presenter: Lynda Page

GUIDELINES ON FLORIDA RESIDENCY FOR TUITION PURPOSES

Adopted by the Articulation Coordinating Committee

Updated: June 9October 28, 2015

For use by District Technical Centers, the Florida College System and the State University System of Florida in determining residency for tuition purposes and by authorized independent colleges and universities in determining eligibility for state financial aid programs.

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SECTION 1.0 – INTRODUCTION

The policy regarding residency for tuition purposes in Florida is composed of several layers, including state statute, rule and regulation of the two higher education governing boards in Florida, and statewide guidelines developed by college and university administrators in conjunction with the Statewide Residency Committee, the Florida Department of Education, and the State University System of Florida Board of Governors (Board of Governors). All residency determinations are made by the postsecondary institution. For purposes of this manual and according to section (s.) 1009.21(1)(c), Florida Statutes (F.S.), “Institution of higher education (IHE)” means any charter technical career center as defined in s. 1002.34, career center operated by a school district as defined in s. 1001.44, Florida College System institution as defined in s. 1000.21(3), or state university as defined in s. 1000.21(6).

1.1 Residency Statute

Section 1009.21,F.S., outlines the broad legal parameters for establishing residency for tuition purposes in Florida public higher education institutions. Additionally, students at independent higher education institutions in Florida who want to qualify for state financial aid programs (e.g., Bright Futures, Florida Resident Access Grant) must meet its provisions. It is the highest level of authority regarding residency as established by the Florida Legislature. This statute also provides authority for the State Board of Education and the Board of Governors to establish rule and regulation related to residency for tuition purposes.

Click link below for the full text of the residency statute:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1009/Sections/1009.21.html

1.2 Residency Rules/Regulation

The State Board of Education adopted Rule 6A-10.044 and the Board of Governors adopted regulation 7.005 relating to residency for tuition purposes. Revisions are considered by the Articulation Coordinating Committee (ACC). The Statewide Residency Committee, a subcommittee of the ACC, proposes changes to the rule and regulation based on feedback from district technical centers, Florida College System institutions, universities, and independent institutions. The residency rule and regulation provide further detail regarding the process and requirements for residency. However, they do not function so as to modify or conflict with any of the broader requirements in statute. The State Board of Education also has a rule related to Florida residency as a requirement for the receipt of state student aid. Click below for the full text of the rules and regulation.

[State Board of Education Rule 6A-10.044](#)

[Board of Governors Regulation 7.005:](#)

[State Board of Education Rule 6A-20.003](#)

1.3 Guidelines on Residency for Tuition Purposes

This *Guidelines on Residency for Tuition Purposes* was prepared by the ACC to assist Florida public IHE administrators in implementing s. 1009.21, F.S.; Rules 6A-10.044 and 6A-20.003, Florida Administrative Code; and the Board of Governors Regulation 7.005. The guidelines, as maintained by the Statewide Residency Committee, are used to assist in the determination of residency status for tuition purposes by Florida public IHEs.

SECTION 2.0 – BASIC PROVISIONS

2.1 Residency for Tuition Purposes

U.S. citizens, lawful permanent residents, and certain non-U.S. citizens as described below may be classified as a Florida resident for tuition purposes provided legal residence has been established in the State for at least 12 consecutive months immediately prior to the first day of classes of the term for which Florida residency is sought.

Pursuant to section 1009.21 (2)(d), F.S., a dependent student who is a US citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of his or her parent.

2.2 Physical Presence vs. Legal Residence

It is important to note that living or attending school in Florida is not tantamount to establishing a legal residence for tuition purposes. Maintaining a legal residence in Florida requires substantial physical presence as a condition. However, absolute physical presence is not required. For example, a person might take vacations outside Florida without altering his/her residency status. Finally, in some circumstances, a person may leave Florida to work or attend school temporarily in another state and still remain eligible for residency. Eligibility in these circumstances depends on the extent to which the absentee Florida resident maintains Florida legal ties and does not establish ties with another state.

The statute addresses certain family situations as related to legal residency. In particular:

- If a dependent child has been residing continuously with a legal resident adult relative other than the parent for at least 3 years immediately prior to the first day of classes of the term which Florida residency is sought, the dependent child may provide documentation from the adult relative or from the parent. Both the dependent child and the adult relative or the parent must meet the consecutive 12 month legal residence requirement [s. 1009.21 (2)(b), F.S.].
- The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be considered Florida if either parent is a legal resident of this State – regardless of who claims the dependent individual for federal income tax purposes. [s. 1009.21(2)(c), F.S.]
- For a dependent child, the legal residence of his/her parents is *prima facie* evidence (i.e., evidence that establishes a fact if uncontested) of the child's legal residence; however, the evidence may be reinforced or rebutted, relative to the age and general circumstances of the dependent child, by the other evidence of legal residence required of or presented by the dependent child. [s. 1009.21(4), F.S.]
- For a dependent child, the legal residence of his/her parents who are domiciled outside this state is not *prima facie* evidence (i.e., evidence that establishes a fact if uncontested) of the child's legal residence if that child

has lived in this state for 5 consecutive years prior to enrolling or re-registering at a higher education institution. [s. 1009.21(4), F.S.]

- A person who physically resides in the state may be classified as a resident for tuition purposes if he or she marries a person who meets the 12-month requirement and who is a legal resident. [s. 1009.21(5), F.S.].
- A person who is classified as a nonresident for tuition purposes and who marries a legal resident of the state or marries a person who becomes a legal resident of the state may, upon becoming a legal resident of the state, become eligible for reclassification as a resident for tuition purposes upon submitting evidence of his or her own legal residency in the state, evidence of his or her marriage to a person who is a legal resident of the state, and evidence of the spouse's legal residence in the state for at least 12 consecutive months immediately preceding the application for reclassification. [s. 1009.21(6)(d), F.S.]
- An individual shall not lose his or her resident status solely by reason of his/her service or parent's service in the Armed Forces outside this state. [s. 1009.21(7), F.S.]
- For individuals who have been classified properly as residents for tuition purposes but who, while enrolled, lose resident tuition status because he/she or his/her parents establish domicile or legal residence elsewhere, shall have the benefit of in-state tuition for a 12-month grace period (extended to the end of the term in which the 12 months is reached). [s. 1009.21(8), F.S.]

2.3 Requisite Intent

As provided by s. 1009.21(2)(a)2, F.S., it is imperative that the required 12 month qualifying period be for the purpose of maintaining a bona fide domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in a Florida public IHE.

2.4 Exceptions/Qualifications

Statutory Exceptions and Qualifications. Section 1009.21, F.S., permits certain applicants who do not meet residency requirements to be classified as Florida residents for tuition purposes.

The institution will require documentation in support of the following exceptions; however, the student does not have to show 12 months of residence in Florida prior to qualifying. These exceptions and qualifications categories are as follows:

1. Persons who were enrolled as Florida residents for tuition purposes at a Florida public IHE, but who abandon Florida domicile and then re-enroll in Florida within 12 months of the abandonment – provided that he/she continuously maintains the re-established domicile in Florida during the period of enrollment. (This benefit only applies one time.) [s. 1009.21(9), F.S.].

2. Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/dependent children) and active drilling members of the Florida National Guard [s. 1009.21(10)(a), F.S.]; or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children). [s. 1009.21(2)(a), F.S.].
3. Active duty members of the Armed Services of the United States and their spouses/dependent children attending a public college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida. [s. 1009.21(10)(b), F.S.].
4. United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children. [s. 1009.21(10)(c), F.S.].
5. Full time instructional and administrative personnel employed by the ~~st~~ State of Florida public school system and Florida public IHE (and spouse/dependent children). See Appendix A, Frequently Asked Questions, for definition of instructional and administrative personnel. [s. 1009.21(10)(d), F.S.].
6. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida public IHE. See Section 7.0, Immigration and International Student Issues, for more information on the qualifying scholarships. [s. 1009.21(10)(e), F.S.].
7. Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities. [s. 1009.21(10)(f), F.S.].
8. Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. [s. 1009.21(10)(g), F.S.].
9. McKnight Doctoral Fellows and Finalists who are United States citizens. [s. 1009.21(10)(h), F.S.].
10. United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate. [s. 1009.21(10)(i), F.S.].
11. Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed. [s. 1009.21(10)(j), F.S.].

12. Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed. [s. 1009.21(10)(k), F.S.].
13. Qualified beneficiaries under the Stanley G. Tate Florida Pre-Paid College Program per s. 1009.98, F.S. (Pre-Paid ID Card Required). [s. 1009.98(2)(b)1, F.S.].
14. Linkage Institute participants receiving partial or full exemptions from s. 1009.21, F.S., based on criteria approved by the Florida Department of Education per s. 288.8175(5), F.S., which establishes linkage institutes between postsecondary institutions in this state and foreign countries. See Section 7.0, Immigration and International Student Issues, for more information on Linkage Institutes. [s. 288.8175(5), F.S.].

SECTION 3.0 – DETERMINATION OF DEPENDENT OR INDEPENDENT

3.1 Definitions

The determination of dependent or independent status is important because it is the basis for whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or guardian's documentation of residency (as a dependent).

Independent Student. A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

1. The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution.
2. The student is married.
3. The student has children who receive more than half of their support from the student;
4. The student has other dependents who live with and receive more than half of their support from the student.
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces¹ or National Guard or Reserves for purposes other than training.
6. At any time since the student turned age 13, where both of the student's parents are deceased, or the student is or was (until age 18) one of the following:
 - (a) a ward/dependent of the court or
 - (b) in foster care.
7. The student is determined an unaccompanied homeless youth by a school district homeless liaison, or by a staff member of an emergency shelter or transitional housing program.
8. The student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution.

¹The U.S. Armed Forces consist of the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps and the U.S. Navy.

Evidence that the student meets one of these criteria will be requested by the higher education institution.

A student who does not meet one of the criteria outlined in section 3.1 may be classified as an independent student only if he or she submits documentation that he or she provides more than fifty (50) percent ~~or more~~ of the cost of attendance for independent, in-state students as defined by the institution.

Dependent Student. A student, whether or not living with his or her parent, who is eligible to be claimed by his or her parent under the federal income tax code shall be classified as a dependent student.

Parent. "Parent" means either or both parents of a student, any guardian of a student, or any person in a parental relationship to the student." [s. 1009.21(1)(f), F.S.]

In order to be considered a “qualifying child” or “dependent” for federal income tax code purposes, the following must be true:

1. The child must be your son, daughter, or stepchild, foster child, brother, sister, half-brother, half sister, stepbrother, stepsister, or a descendent of any of them.
2. The child must be:
 - (a) under age 19 at the end of the year and younger than you (or your spouse, if filing jointly),
 - (b) under age 24 at the end of the year and a full-time student and younger than you (or your spouse, if filing jointly), or
 - (c) any age if permanently and totally disabled.
3. The child must have lived with you for more than half of the year subject to IRS exceptions.
4. The child must not have provided more than half of his/her own support for the year.
5. The child is not filing a joint return for the year (unless that joint return is filed only as a claim for refund of withheld income tax or estimated tax paid).

Some individuals ~~cannot~~ be claimed as a dependent. Generally, a married person cannot be claimed as a dependent if they file a joint return with their spouse. Also, to claim someone as a dependent, that person must be a U.S. citizen, U.S. resident alien, U.S. national or resident of Canada or Mexico for some part of the year. There is an exception to this rule for certain adopted children. See [IRS Publication 501](#), Exemptions, Standard Deduction, and Filing Information for additional tests to determine who can be claimed as a dependent.

3.2 Process/Standards for Proving Independent Status

Dependent or independent status will be based on a copy of a student's or his/her parent's most recent tax return or other documentation as appropriate. This other documentation includes information submitted on or in conjunction with the Admissions Application, on the Residency Statement, or on other supporting evidence collected by the higher education institution. The college or university is not required to collect tax returns for those students who are under the age of 24 and claim to be dependent on the Residency Declaration Statement.

The following documents are examples of evidence that must be provided to the higher education institution to prove the student's status as an independent if the student is under the age of 24 by the first day of classes of the term:

- Marriage certificate, insurance information showing marital status, most recent tax return showing marital status;
- Tax returns showing support of children or other dependents who live with and receive more than half of their support from the student;
- Military discharge documents;
- Legal documents showing student is a ward/dependent of the courts; or
- Documentation showing that the student provides more than fifty (50) percent of his/her support for the year (examples may include: tax return, W-2 form, pay stubs, employer earnings verification).

When tax returns are collected for the purpose of proving independent status by virtue of providing support to others, the social security numbers and income figures should be blacked out as the only relevant information on this form relates to whether or not an exemption has

been claimed for the student. (The collection of income tax returns poses concerns regarding record retention, identity theft, and financial aid verification requirements.)

When tax returns are collected for the purpose of proving independent status by virtue of providing more than fifty (50) percent of his/her support for the year, the social security number should be blacked out. However, the income information must be provided to show that this requirement has been met.

SECTION 4.0 – PROCEDURES FOR INITIAL CLASSIFICATION

Initial classification applies to the following individuals:

1. Those submitting an application for first-time enrollment at a Florida public IHE;
2. Those submitting an application which is considered a “new” application and results in a change in status (e.g., undergraduate to graduate); and
3. Those submitting an application for readmission after a period of non-enrollment. [Note: A student previously classified as a non-resident at that institution may be required to request reclassification as part of their re-admission process.]

4.1 Residency Declaration

The Residency Declaration (formerly known as the Residency Affidavit) should be part of any Florida public IHE admissions application, regardless of program (e.g., degree or non-degree seeking). Institutions should use the common residency form approved by the Statewide Residency Committee and the Articulation Coordinating Committee. The Residency Declaration should be completed upon admission to determine residency for tuition purposes. Students who provide incomplete documentation will not be classified as a resident for tuition purposes. A secure PIN may be accepted as an electronic signature for the Residency Declaration.

For students in Florida’s independent colleges and universities, the Residency Declaration should be completed as a part of the financial aid process.

4.2 Non-Resident Claim

Non-resident for tuition purposes is defined as a person who does not qualify for the in-state tuition rate. If a student indicates “non-resident” on the Residency Declaration, there is no requirement to “prove” such status or to submit supporting documentation. The student is automatically considered a non-Florida resident for tuition purposes.

4.3 Transfers from Florida Public IHEs

Pursuant to s. 1009.21(11), F.S., once a student has been classified as a resident for tuition purposes, a Florida public ~~IHE~~ to which the student transfers is not required to reevaluate the classification unless inconsistent information suggests that an erroneous classification was made or the student’s situation has changed. However, the student must have attended the institution making the initial classification within the last 12 months and the residency classification must be noted on the transcript.

4.4 Transient Students

Residency status for Transients Students should be determined by the home or parent institution as shown on the Transient Student Form. Additional documentation is not required unless evidence which contradicts the residency status is submitted.

4.5 Non-Degree Seeking Students

Non-degree seeking students are subject to the same residency requirements and standards as degree seeking students.

4.6 Documentary Evidence

If an applicant qualifies for a residency exception or qualification, then appropriate documentation must be submitted to evidence entitlement to that exception or qualification. Such evidence is generally specific to the type of residency exception or qualification being claimed by the applicant.

If an applicant does not qualify for a residency exception or qualification, he/she will have to submit documentation that he/she (or a parent if a dependent) has been a Florida resident for at least 12 consecutive months prior to the first day of classes for which the student is enrolling. At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive.

First Tier (at least one of the two documents submitted must be from this list)

1. A Florida voter's registration card.
2. A Florida driver's license.
3. A State of Florida identification card.
4. A Florida vehicle registration.
5. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
6. Proof of a homestead exemption in Florida.
7. Transcripts from a Florida high school for multiple years (2 or more years) if the Florida high school diploma or GED was earned within the last 12 months.
8. Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period.

Second Tier (may be used in conjunction with one document from First Tier)

1. A declaration of domicile in Florida.
2. A Florida professional or occupational license.
3. Florida incorporation.
4. A document evidencing verifiable family ties to a ~~Florida~~ resident, as defined by tuition purposes.
5. Proof of membership in a Florida-based charitable or professional organization.
6. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

Examples of documents that may not be used

- Hunting/fishing licenses
- Library cards
- Shopping club/rental cards
- Birth certificate
- Passport
- Social Security Card
- Florida Concealed Weapons permit
- Insurance Card

Other Approved Processes for Documentation

For students in state custody, the Department of Juvenile Justice (DJJ) may facilitate residency determinations by providing the college or university with documentation evidencing parental or legal guardian residence in Florida for the qualifying period. The DJJ Address Verification Form is acceptable documentation for residency determinations in conjunction with additional information that demonstrates the parent or legal guardian has maintained legal residence in this state for at least 12 consecutive months prior to the first day of classes of the term for which residency status is sought (for example see Appendix C).

Students who have tuition and fees waived or exempted according to the following sections of Florida Statutes shall be classified as Florida residents and shall not be required to submit additional residency documentation for tuition purposes for the duration of the exemption or waiver eligibility period:

- S. 112.19(3), F.S.: Dependents or spouses of law enforcement, correctional, or correctional probation officers killed in the line of duty,
- S. 112.191(3), F.S.: Dependents or spouses of firefighters killed in the line of duty,
- S. 112.1915(3)(d), F.S.: Dependents or spouses of teacher or school administrators killed or injured in the line of duty,
- S. 961.06(1)(b), F.S.: Wrongful incarceration (for example documentation see Appendix D),
- S. 1009.25(1)(c), F.S. and (d): Custody of Department of Children and Families, in the care of a relative or adopted from the Department of Children and Families, and
- S. 1009.25(1)(f), F.S.: Homeless

After eligibility for the waiver or exemption has expired, the student must be reclassified as a Florida resident for tuition purposes to continue receiving in-state tuition benefits.

4.7 Information Resources

Driver and Vehicle Information Database (DAVID) – Access to DAVID may be requested by a Florida public IHE, exclusively for the purpose of verifying driver's license and vehicle registration histories for students so as to establish residency for tuition purposes. Information may be accessed at <http://www.flhsmv.gov/courts/david/>.

SECTION 5.0 – PROCEDURES FOR RECLASSIFICATION

5.1 Reclassification Application

A student who is classified as out-of-state and wants to request “reclassification” to in-state status must complete a Residency Declaration at the Florida public IHE and submit to the appropriate office for consideration prior to the term for which reclassification is sought.

5.2 Documentary Evidence

The evidentiary requirement for reclassification goes beyond that for an initial classification, because these individuals have previously been determined to be out-of-state residents. An individual who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if that individual, or his or her parent if that individual is a dependent, presents clear and convincing documentation that supports permanent legal residency in this state for 12 consecutive months. A student, or his or her parent if that student is a dependent, may become eligible for reclassification by presenting a minimum of three (3) documents identified in section 4.6 of this document. One of the three documents must come from Tier 1.

The burden of providing clear and convincing documentation that justifies the Florida public IHE’s classification of a student as a resident for tuition purposes rests with the student, or if the student is a dependent, his or her parent. For documentation to be “clear and convincing” it must be credible, trustworthy, and sufficient to persuade the Florida public IHE that the student or, if that student is a dependent, his or her parent, has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification. Each Florida public IHE may establish submission deadlines for all documentation that will be used to determine residency for tuition purposes.

S. 1009.21(6)(a), F.S. emphasizes the need for clear and convincing documentation that supports permanent legal residency in the state for at least 12 consecutive months rather than temporary residence for the purposes of education. The two examples provided are not intended to be the exclusive means under that subsection to permit reclassification of a student for tuition purposes. Not all potential circumstances which may be presented under that subsection will require a student to relinquish enrollment during the 12 month qualifying period. The primary objective of the section is to require students to submit documentation that clearly and convincingly demonstrates the establishment of permanent legal residency in Florida for at least 12 consecutive months and that such residency is not on a temporary basis for the purpose of obtaining an education.

An individual who is classified as a non-resident for tuition purposes and who marries a legal resident of the state and becomes a legal resident may become eligible for reclassification by submitting proof of his/her legal residency, evidence of his/her marriage to a legal resident, and evidence of his/her spouse’s legal residence in Florida for at least 12 consecutive months immediately preceding the application for reclassification. The individual does not have to satisfy the requisite 12-month qualifying period. [s. 1009.21(6)(d), F.S.]

SECTION 6.0 – MILITARY ISSUES

6.1 Definitions

The following definitions are provided for military terms used in the residency statute and rule/regulation.

United States Armed Services – Includes active duty members of the Army, Air Force, Navy, Marines, Coast Guard, and reserves.

Florida National Guard – Includes active drilling members of the Florida National Guard.

6.2 Residency Protections and Exceptions/Qualifications for Military Personnel

Active duty military personnel and their spouses/dependents are afforded some residency protections due to their unique circumstances. The following military personnel are classified as residents for tuition purposes:

- Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/dependent children) and active drilling members of the Florida National Guard. [s. 1009.21(10)(a), F.S.]
- Military personnel (and spouse/dependent children) not stationed in Florida whose home of record or state of legal residence certificate is Florida (as noted on an approved DD Form 2058 [s.1009.21(2)(a), F.S.], State of Legal Residence Certificate, or a Leave and Earning Statement, also called an LES or the Defense Finance and Accounting Service (DFAS) Form 702).
 - An individual shall not lose his or her resident status solely by reason of his/her service or, if the individual is a dependent child, his/her parent's service in the Armed Forces outside this state. [s. 1009.21(7), F.S.]
- Active duty members of the Armed Services of the United States and their spouses/dependent children attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida, shall be classified as residents. [s. 1009.21(10)(b), F.S.]

Additionally, Florida statutes provide for civilian personnel affiliated with Department of Defense Schools, Canadian military personnel, and liaison officers from a foreign nation's military to be classified as a resident for tuition purposes.

- United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate. [s. 1009.21(10)(i), F.S.].
- Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and

their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed. [s. 1009.21(10)(j), F.S.].

- Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed. [s. 1009.21(10)(k), F.S.].

6.3 *Information Resources*

[Air Force Personnel Center](#) – Students can download military orders or LES paperwork required for residency.

[Department of Education Information on Military Family Assistance](#) – Overview of services and benefits offered to military personnel and their families in Florida public schools and higher education institutions.

SECTION 7.0 – IMMIGRATION & INTERNATIONAL STUDENT ISSUES

7.1 Definitions and Eligibility for Residency for Tuition Purposes

Permanent Resident – A person who has been granted permanent resident status in the U.S. and has (or is waiting for) a Permanent Resident Card (identified as either Form I-151 or Form I-551). Permanent residents are eligible to establish residency for tuition purposes in Florida.

Non-Immigrant - A foreign national seeking to enter the U.S. temporarily and for a specific purpose. Once in the U.S., they are restricted to the activity or reason for which their visa was issued. Individuals with certain non-immigrant visas are eligible to establish residency for tuition purposes in Florida.

Unauthorized Aliens- A foreign national who lives in the U.S. without the required documentation. An unauthorized alien is not eligible to establish residency for tuition purposes in Florida. However, a dependent child who is a United States citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of his or her parents.

7.2 Documentary Evidence for Individuals with Non-Immigrant Visas

Individuals with non-immigrant visas must provide evidence that: (1) he or she is in an eligible visa category with a date of departure that is not during the term for which the student will be enrolled; (2) if the student is a dependent, the parent must also be in an eligible visa category; and (3) he or she, and the parent if the student is a dependent, has lived in Florida for the required 12-month qualifying period (or parent/legal guardian if dependent). For detailed information and examples of required documentation for individuals with eligible non-immigrant visas, see Appendix C.

Certain non-U.S. citizens who are recognized under federal law as having legal status in the United States such as lawful permanent residents, persons in certain visa categories, asylees, parolees, refugees, and Cuban-Haitian entrants who have applied for such status and who otherwise meet the consecutive 12 month legal residence requirements, are eligible to establish Florida residency for tuition purposes. Provided that the non-U.S. citizen has proof of his or her permanent immigration status, he or she may be classified as a Florida resident after 12 consecutive months from the time he or she establishes legal Florida residence for tuition purposes (e.g., 12 months from the time he or she purchases a Florida home, obtains a Florida driver's license, etc.). It is not necessary to wait 12 consecutive months from the date he or she becomes an eligible alien (e.g., the date of the resident alien card (I-551) is issued). ~~Following is a list of nonimmigrant categories eligible to establish Florida residency for tuition purposes.~~

~~U.S. Citizenship and Immigration Services Visa categories:~~

- ~~1) Visa category A – Foreign Government Officials, including members of their immediate family.~~
- ~~2) Visa category E – Treaty Traders and Investors, including their spouse and children.~~
- ~~3) Visa category G – Foreign Government Officials to International Organizations, including members of their immediate family.~~

- ~~4) Visa category H-1B, H-1C – Temporary Workers (Specialty Occupations, Department of Defense Workers, Fashion Models and Nurses in HPSA's) including their spouse and children.~~
- ~~5) Visa category I – Foreign Media Representatives, including their spouse and children.~~
- ~~6) Visa category K – Fiancé(e)s of United States citizen(s), including their children.~~
- ~~7) Visa category L – Intracompany Transferees, including their spouse and children.~~
- ~~8) Visa category N – Parent or child of alien accorded special immigrant status.~~
- ~~9) Visa category O-1 – Workers with Extraordinary Abilities, including their spouse and children.~~
- ~~10) Visa category R – Religious workers, including their spouse and children.~~
- ~~11) Visa category NATO 1-7 – North Atlantic Treaty Organization Representatives, including their immediate family.~~
- ~~12) Visa category S – Alien witnesses and informants, including their spouse and children.~~
- ~~13) Visa category T – Victims of trafficking, who cooperate with federal authorities in prosecutions of traffickers, including their spouse and children.~~
- ~~14) Visa category U – Victims of Certain Crimes, including their spouse and children.~~
- ~~15) Visa category V – Spouses and children of lawful permanent residents.~~

~~Non-U.S. citizens who fall within the following categories are also eligible to establish Florida residency for tuition purposes:~~

- ~~1) Citizens of Micronesia.~~
- ~~2) Citizens of the Marshall Islands.~~
- ~~3) Individuals Granted Withholding of Removal status.~~
- ~~4) Applicants for Adjustment of Status.~~
- ~~5) Individuals defined as Cuban or Haitian entrants under the Refugee Education Assistance Act.~~
- ~~6) A permanent resident alien as determined by the U.S. Citizenship and Immigration Services.~~

For detailed information and examples of the required documentation for non-U.S. citizen claimants, see Appendix C.

7.3 Linkage Institutes

Section 288.8175, F.S., created Florida Linkage Institutes that are co-administered by a Florida College System institution – state university partnership in conjunction with an advisory committee of public and private sector representatives. A primary purpose of these institutes is to assist in the development of stronger economic, cultural, educational, and social ties between this state and strategic foreign countries through the promotion of expanded public and private dialogue on cooperative research and technical assistance activities, increased bilateral commerce, student and faculty exchange, cultural exchange, and the enhancement of language training skills between the higher education institutions in this state and those of selected foreign countries. The Linkage Institutes established in Florida Statutes are listed in Exhibit 7-1.

EXHIBIT 7-1
FLORIDA LINKAGE INSTITUTES

Linkage Institute	College and University Partners
Florida-Brazil Institute	University of Florida Miami Dade College
Florida-Costa Rica Institute	Florida State University Valencia College
Florida Caribbean Institute	Florida International University Daytona State College
Florida-Canada Institute	University of Central Florida Palm Beach State College
Florida-China Institute	University of West Florida University of South Florida Brevard Community College
Florida-Japan Institute	University of South Florida University of West Florida St. Petersburg College
Florida-France Institute	New College of Florida Miami Dade College Florida State University
Florida-Israel Institute	Florida Atlantic University Broward College
Florida-West Africa Institute	Florida A&M University University of North Florida Florida State College at Jacksonville
Florida-Eastern Europe Institute	University of Central Florida Lake-Sumter State College
Florida-Mexico Institute	Florida International University Polk State College

Source: Section 288.8175, Florida Statutes.

Each Linkage Institute is allowed to exempt from s. 1009.21, F.S., up to 25 full-time equivalent students per year from the respective host countries to study in any of the state universities or colleges within the Florida College System as resident students for tuition purposes. The Linkage Institute Directors are responsible for developing criteria for these exemptions, and the criteria must be approved by the Department of Education. Linkage Institute participants are students who are officially enrolled or registered with the program, not those who might occasionally attend outreach activities or special events. Contact information for Linkage Institute Directors can be obtained on individual websites as listed below:

[Florida-Brazil Institute](#)

[Florida-Costa Rica Institute](#)

[Florida-Caribbean Institute](#)

[Florida-Canada Institute](#)

[Florida-China Institute](#)

[Florida-Japan Institute](#)

[Florida-France Institute](#)

[Florida-Israel Institute](#)

[Florida-West Africa Institute](#)

[Florida-Eastern European Institute](#)

[Florida-Mexico Institute](#)

7.4 Latin American or Caribbean Students

Students who are from Latin American or Caribbean countries and meet both of the following criteria for each term of enrollment are considered residents for tuition purposes per s. 1009.21(10)(e), F.S.:

1. Receiving a scholarship from the State of Florida or the U.S. government; and
2. Attending on a full-time basis.
2.

If a student does not meet both of these criteria at any time during his or her enrollment, the student is no longer eligible for in-state tuition.

SECTION 8.0 – APPEALS PROCESS FOR RESIDENCY DETERMINATIONS

8.1 Institutional Appeals Process

In cases where the applicant expresses a desire to appeal the residency classification, the matter will be referred to the designated residency appeal committee at the Florida public IHE, in accordance with the institution's official appeals process.

The residency appeal committee shall be comprised of at least three members to consider student appeals in accordance with the institution's official appeal policy. The committee will render to the applicant the final residency determination in writing. The college and/or state university will advise the applicant of the reasons for the determination. [s.1009.21(12), F.S.]

8.2 Role of Florida Department of Education & Board of Governors Staff

The Florida Department of Education and Office of the Board of Governors are not appeals officers for residency determinations. They serve as resource persons with regard to residency issues for institutional staff, the Statewide Residency Committee, the Legislature, and the general public.

SECTION 9.0 – STATEWIDE RESIDENCY COMMITTEE

9.1 Purpose and Structure of the Committee

The Statewide Residency Committee is a subcommittee of the Articulation Coordinating Committee (ACC). The purpose of the Statewide Residency Committee is to: (1) review statutes and rules relating to residency for tuition purposes and make recommendations to the full ACC for revisions; (2) draft and revise statewide residency guidelines that provide further clarification of statute and rule; and (3) provide technical assistance to the ACC, the Commissioner of Education, the State Board of Education, the Board of Governors, the Higher Education Coordinating Council and the Legislature regarding state policies relating to residency for tuition purposes.

The Statewide Residency Committee is composed of eight state university representatives, eight Florida College System representatives, two independent college or university (ICUF) representatives, and two district technical center representatives in the following positions:

State Universities

- Six admissions or registration representatives;
- One vice president for student affairs or enrollment management or other relevant area; and
- One financial aid director.

Florida Colleges

- Six admissions or registration representatives;
- One vice president for student affairs or enrollment management or other relevant area; and
- One financial aid director.

ICUF Colleges and Universities

- One vice president for student affairs or enrollment management or other relevant area; and
- One financial aid director.

District Technical Centers

- Two administrators from ~~district~~ technical centers.

Each representative will be appointed by the Chair of the ACC and serve for a term of three years. The terms of the representatives will be staggered; however, a representative may serve consecutive terms if re-appointed.

- The State University Admissions and Registrars (A&R) organization will make recommendations to the ACC Chair regarding their potential members to represent state universities.
- The Vice Chancellor of Academic and Student Affairs for the State University System, Board of Governors, will make recommendations to the ACC Chair regarding potential vice presidents and financial aid directors to represent state universities.

- The Florida College Registrars and Admissions Officers (FCRAO) will make recommendations to the ACC Chair regarding potential members to represent community colleges.
- The Associate Vice Chancellor for Academic and Student Affairs for the Division of Florida Colleges will make recommendations to the ACC Chair regarding potential vice presidents and financial aid directors to represent Florida College System institutions.
- The Independent Colleges and Universities of Florida (ICUF) will make recommendations to the ACC Chair regarding potential members to represent independent colleges and universities.
- The Chancellor for the Division of Career and Adult Education will make recommendations to the ACC Chair regarding potential members to represent public career centers.

The Statewide Residency Committee shall elect Co-chairs. One Co-chair will represent state universities and the other will represent Florida colleges. An individual may serve as Co-chair for consecutive terms if re-elected.

As a sub-committee of the Articulation Coordinating Committee (ACC), the Statewide Residency Committee meets at least once per year, as deemed necessary. Additional meetings may be called by the co-chairs of the Committee or the ACC if necessary. Minutes for each meeting will be recorded and submitted to the ACC for the record. Staffing for the committee will consist of one person from the State University System of Florida, Board of Governors and one person from the Division of Florida Colleges, and one person from the Department of Education Division of Career and Adult Education which oversees District Technical Centers. An attorney serves as an ex-officio member to provide legal guidance as needed.

APPENDICES

APPENDIX A – FREQUENTLY ASKED QUESTIONS

Are prison inmates eligible for residency?

Prison inmates are not precluded from establishing residency for tuition purposes in Florida. However, they may not establish residency for tuition purposes by virtue of their incarceration in Florida. Evidence must be provided for the 12 month period prior to incarceration.

Are Dual Enrollment students required to show residency?

Dual enrollment students in the Florida College System are not required to provide residency documentation. You may refer to <http://fldoe.org/core/fileparse.php/5421/urll/0078401-memo-dualenrollment.pdf> for guidance from the Department of Education.

What does first day of class mean?

First day of class refers to the first day classes are offered within a term in which the student is enrolled at that institution. Term shall be defined by the institution.

What does clear and convincing documentation mean?

For documentation to be clear and convincing, it must be credible, trustworthy, and sufficient to persuade the institution that the student or, if that student is a dependent, his or her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for at least twelve (12) months prior to classification.

What is the definition of a legal resident?

~~Per s. 1009.21(1) (d), F.S., a "legal resident" or "resident" is a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17, F.S.~~

What is the definition of public schools' "Instructional and Administrative Personnel" as used in the residency statute?

Section 1009.21(10)(d), F.S. relies on the definition of "Instructional and Administrative Personnel" provided on s. 1012.01, F.S. Therefore, "Instructional personnel" means any K-12 staff member whose function includes the provision of direct instructional services to students. "Instructional personnel" also includes K-12 personnel whose functions provide direct support in the learning process of students. Included in the classification of instructional personnel are the following K-12 personnel:

- (a) Classroom teachers.--Classroom teachers are staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education, and adult education, including substitute teachers.

- (b) Student personnel services.--Student personnel services include staff members responsible for: advising students with regard to their abilities and aptitudes, educational and occupational opportunities, and personal and social adjustments; providing placement services; performing educational evaluations; and similar functions. Included in this classification are guidance counselors, social workers, career specialists, and school psychologists.
- (c) Librarians/media specialists.--Librarians/media specialists are staff members responsible for providing school library media services. These employees are responsible for evaluating, selecting, organizing, and managing media and technology resources, equipment, and related systems; facilitating access to information resources beyond the school; working with teachers to make resources available in the instructional programs; assisting teachers and students in media productions; and instructing students in the location and use of information resources.
- (d) Other instructional staff.--Other instructional staff are staff members who are part of the instructional staff but are not classified in one of the categories specified in paragraphs (a)-(c). Included in this classification are primary specialists, learning resource specialists, instructional trainers, adjunct educators certified pursuant to s. 1012.57, F.S. and similar positions.
- (e) Education paraprofessionals.--Education paraprofessionals are individuals who are under the direct supervision of an instructional staff member, aiding the instructional process. Included in this classification are classroom paraprofessionals in regular instruction, exceptional education paraprofessionals, career education paraprofessionals, adult education paraprofessionals, library paraprofessionals, physical education and playground paraprofessionals, and other school-level paraprofessionals.

"Administrative personnel" includes personnel who perform management activities such as developing broad policies for the school district and executing those policies through the direction of personnel at all levels within the district. Administrative personnel are generally high-level, responsible personnel who have been assigned the responsibilities of system-wide or school-wide functions, such as district school superintendents, assistant superintendents, deputy superintendents, school principals, assistant principals, career center directors, and others who perform management activities. Broad classifications of administrative personnel are as follows:

- (a) District-based instructional administrators.--Included in this classification are persons with district-level administrative or policymaking duties who have broad authority for management policies and general school district operations related to the instructional program. Such personnel often report directly to the district school superintendent and supervise other administrative employees. This classification includes assistant, associate, or deputy superintendents and directors of major instructional areas, such as curriculum, federal programs such as Title I, specialized instructional program areas such as exceptional student education, career education, and similar areas.
- (b) District-based non-instructional administrators.--Included in this classification are persons with district-level administrative or policymaking duties who have broad authority for management policies and general school district operations related to the non-instructional program. Such personnel often report directly to the district school superintendent and supervise other administrative employees. This classification includes assistant, associate, or deputy superintendents and directors of major non-instructional areas, such as personnel, construction, facilities, transportation, data processing, and finance.

- (c) School administrators.--Included in this classification are:
1. School principals or school directors who are staff members performing the assigned activities as the administrative head of a school and to whom have been delegated responsibility for the coordination and administrative direction of the instructional and non-instructional activities of the school. This classification also includes career center directors.
 2. Assistant principals who are staff members assisting the administrative head of the school. This classification also includes assistant principals for curriculum and administration.

APPENDIX B – SUMMARY OF RESIDENCY PROVISIONS **EXHIBIT B-1**

Type of Exception/Qualification	Requirements/Evidence	Authority
Dependent living for <u>5-3</u> yrs. with adult relative who is legal resident of FL for at least 12 mo. prior to student's qualification	<u>5-3</u> years continued residence w/ relative immediately prior & evidence of 12-mo. residency of dependent and relative	Section 1009.21 (2)(b), F.S.
Person who was enrolled as FL resident, abandons FL residency, and then re-enrolls within 12 months	Evidence of previous enrollment as resident (benefit applies only once)	Section 1009.21(9), F.S.
Active duty military residing or stationed in FL and spouse/dependents	Military documents	Section 1009.21(10)(a), F.S.
Active duty drilling member of FL National Guard	National Guard documents	Section 1009.21(10)(a), F.S.
Military personnel (& spouse/dependents) not stationed in FL but home of record is FL	DD Form 2058	Section 1009.21(10)(a), F.S.
Active duty military (& spouse/dependents) living in another state (contiguous county) & attending a FL public institution within 50 miles of where stationed	Military documents	Section 1009.21 (10)(b), F.S.
US citizens living on Isthmus of Panama and spouse/dependent children	Completed 12 mo. at FSU Panama Canal Branch	Section 1009.21 (10)(c), F.S.
FT instructional & administrative personnel (& spouse/dependents) employed by FL public school system, community colleges, or universities	Employment paperwork/ See S. 1012.01, F.S., for definitions of instructional and administrative	Section 1009.21(10)(d), F.S.
Students receiving Latin American/Caribbean scholarships from US or FL government	Scholarship paperwork	Section 1009.21(10)(e), F.S.
SREB Academic Common Market graduate students	Certified letter from ACM coordinator in home state	Section 1009.25(10)(f), F.S.
FT employees of state agencies/political subdivisions if fees paid by state for law enforcement/corrections training	Employer paperwork	Section 1009.21(10)(g), F.S.
McKnight Doctoral Fellows and Finalists	US citizenship / Scholarship paperwork	Section 1009.21(10)(h), F.S.
US citizens teaching abroad at a Dept. of Defense Dependent School or American International School	Enrolled in graduate program for FL teaching certificate	Section 1009.21(10)(i), F.S.
Active duty Canadian military (& spouse/dependents) residing/stationed in FL under NORAD agreement & attending institution within 50 miles of where stationed	Military documents	Section 1009.21(10)(j), F.S.
Foreign nation military liaison officers (& spouse/dependents) residing or stationed in FL & attending institution within 50 miles of where stationed	Military documents	Section 1009.21(10)(k), F.S.
Qualified beneficiaries of the FL Prepaid College Program	Prepaid ID card	Section 1009.98(2)(b)1, F.S.
Linkage Institute participants awarded partial or full exemptions from residency requirements	Linkage Institute verification	Section 288.8175(5), F.S.
<u>Non</u> U.S. Citizens	<u>See Appendix C</u>	

**APPENDIX B- SUMMARY OF RESIDENCY PROVISIONS (cont.) EXHIBIT B-1
(CONTINUED)**

Type of Exception/Qualification	Requirements/Evidence	Authority
Lawful permanent residents (applied for status)	Permanent Resident Card & evidence of 12-mo. residency of applicant or parent if applicant is dependent	Rule 6A-10.044(4)(b); Regulation 7.005(2)
Other permanent status persons designated by the USCIS	Immigration papers & evidence of 12-mo. residency of applicant or parent if applicant is dependent	Rule / Sub (2); Regulation 7.005(2)
Asylees designated by the USCIS	Immigration papers & evidence of 12-mo. residency of applicant or parent if applicant is dependent	Rule / Sub (2); Regulation 7.005(2)
Parolees designated by the USCIS	Immigration papers & evidence of 12-mo. residency of applicant or parent if applicant is dependent	Rule / Sub (2); Regulation 7.005(2)
Refugees	Immigration papers & evidence of 12-mo. residency of applicant or parent if applicant is dependent	Rule / Sub (2); Regulation 7.005(2)
Approved Visa Categories: A, E, G, H-1B, I, K, L, N, O,R, NATO-1-7, S, T, U, V	Immigration papers & evidence of 12-mo. residency of applicant or parent if applicant is dependent	Rule / Sub (3); Regulation 7.005(3)
Citizens of Micronesia or Marshall Islands	Immigration papers & evidence of 12-mo. residency of applicant or parent if applicant is dependent	Rule / Sub (4); Regulation 7.005(4)
Individuals granted one of the following by the USCIS: Temporary Protected Status (TPS); Withholding of Removal status; Suspension of Deportation status or Cancellation of Removal;	Immigration papers & evidence of 12-mo. residency of applicant or parent if applicant is dependent	Rule / Sub (4); Regulation 7.005 (4)
Applicants for adjustment of status	Immigration papers & evidence of 12-mo. residency of applicant or parent if applicant is dependent	Rule / Sub (4); Regulation 7.005(4)
Asylum applicants	USCIS receipt or Immigration court stamp & evidence of 12-mo. residency of applicant or parent if applicant is dependent	Rule / Sub (4); Regulation 7.005(4)
Cuban-Haitian Entrant	Immigration papers & evidence of 12-mo. residency of applicant or parent if applicant is dependent. An I-94, I-551, and Cuban or Haitian passport may be expired for Category One Cuban-Haitian entrants but not for other categories of Cuban-Haitian entrants. Refer to Appendix C for documentation for Cuban-Haitian entrants.	Rule / Sub (4); Regulation 7.005

APPENDIX C – DOCUMENTATION FOR ELIGIBLE ALIENS

OVERVIEW OF DOCUMENTATION FOR ELIGIBLE ALIENS

STATUS	DOCUMENTS
Citizen	U.S. Birth Certificate
	U.S. Passport (Expired or Unexpired)
	Certificate of Naturalization
Permanent Resident	Permanent Resident Card (Form I-551)
	Passport stamped "Processed for I-551."
	Temporary Evidence of Lawful Permanent Residence. Valid until [DATE]
	Arrival/Departure Record (Form I-94) stamped "Temporary Form I-551." Admission for permanent residence at [PORT] on [DATE] verified"
Parolee	USCIS Notice of Action (Form I-797) stating application for permanent resident status has been approved
	Order of the Immigration Judge stating application for adjustment of status has been granted
	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➢ Code on Form I-688B – 274a.12(c)(11) ➢ Code on Form I-766 – C11
Asylee	Arrival/Departure Record (Form I-94) stamped "Paroled pursuant to [PROVISION OF LAW] to [DATE] (may add "pending hearing," "public interest," "humanitarian")"
	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➢ Code on Form I-688B – 274a.12(a)(5) ➢ Code on Form I-766 – A05
	Arrival/Departure Record (Form I-94) stamped "Asylum Status Granted"
	USCIS Asylum Office Letter stating that the request for asylum has been granted
Refugee	Order of an Immigration Judge stating application for asylum has been granted
	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➢ Code on Form I-688B – 274a.12(a)(3) ➢ Code on Form I-766 – A03
	Arrival/Departure Record (Form I-94) stamped "Admitted as a Refugee pursuant to Section 207 of the Act"
Conditional Permanent Resident	SAME AS DOCUMENTS FOR PERMANENT RESIDENT
Temporary Resident	Temporary Resident Card (Form I-688)
Visa Category A	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➢ Code on Form I-688B – 274a.12(c)(1) ➢ Code on Form I-766 – C01
	Arrival/Departure Record (Form I-94) stamped "Admitted A-1 until [DATE]" (or A-2, A-3)
Visa Category E	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➢ Code on Form I-688B – 274a.12(c)(2) ➢ Code on Form I-766 – C02
	Arrival/Departure Record (Form I-94) stamped "Admitted E-1 until [DATE]" (or E-2)
	Passport stamped same as I-94 card
	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class E-1" (or E-2), "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card/can be torn off

STATUS	DOCUMENTS
Visa Category G	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➤ Code on Form I-688B – 274a.12(c)(4) ➤ Code on Form I-766 – C04
	Arrival/Departure Record (Form I-94) stamped "Admitted G-1 until [DATE]" (or G-2, G-3, G-4, G-5)
	Passport stamped same as I-94 card
Visa Category H-1 <u>B</u> , <u>H-1C</u>	Arrival/Departure Record (Form I-94) stamped "Admitted H-1B until [DATE]"
	Passport stamped same as I-94 card
	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class H-1B" (<u>or H-1C</u>), "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card which can be torn off
Visa Category I	Arrival/Departure Record (Form I-94) stamped "Admitted I until [DATE]"
	Passport stamped same as I-94 card
	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class I", "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card which can be torn off
Visa Category K	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➤ Code on Form I-688B – 274a.12(a)(6) ➤ Code on Form I-766 – A06
	Arrival/Departure Record (Form I-94) stamped "Admitted K-1 until [DATE]" (or K-2, K-3, or K-4)
	Passport stamped same as I-94 card
Visa Category L	Arrival/Departure Record (Form I-94) stamped "Admitted L-1 until [DATE]" (or L-2)
	Passport stamped same as I-94 card
	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class L-1" (or L-2), "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card/can be torn off
Visa Category N	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➤ Code on Form I-688B – 274a.12(a)(7) ➤ Code on Form I-766 – A07
	Arrival/Departure Record (Form I-94) stamped "Admitted N-8 until [DATE]" (or N-9)
	Passport stamped same as I-94 card
Visa Category O- <u>1</u>	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class N-8" (or N-9), "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card which can be torn off
	Arrival/Departure Record (Form I-94) stamped "Admitted O-1 until [DATE]"
	Passport stamped same as I-94 card
Visa Category R	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class O-1" (<u>or O-3</u>), "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card which can be torn off
	Arrival/Departure Record (Form I-94) stamped "Admitted R-1 until [DATE]" (or R-2)
	Passport stamped same as I-94 card
Visa Category R	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class R-1" (or R-2), "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card which can be torn off

STATUS	DOCUMENTS
Visa Category S	Arrival/Departure Record (Form I-94) stamped "Admitted S-1 until [DATE]" (or S-2)
	Passport stamped same as I-94 card
	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class S-1" (or S-2), "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card which can be torn off
Visa Category T	Arrival/Departure Record (Form I-94) stamped "Admitted T until [DATE]"
	Passport stamped same as I-94 card
	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class T", "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card which can be torn off
Visa Category U	Arrival/Departure Record (Form I-94) stamped "Admitted U until [DATE]"
	Passport stamped same as I-94 card
	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class U", "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card which can be torn off
Visa Category V	Arrival/Departure Record (Form I-94) stamped "Admitted V until [DATE]"
	Passport stamped same as I-94 card
	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class V", "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card which can be torn off
Visa Category NATO-1, 2, 3, 4, 5, 6, 7	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➢ Code on Form I-688B – 274a.12(c)(7) ➢ Code on Form I-766 – C07
	Arrival/Departure Record (Form I-94) stamped "Admitted NATO-1 until [DATE]" (or NATO-2, 3, 4, 5, 6, 7)
	Passport stamped same as I-94 card
	USCIS Notice of Action (Form I-797A) stating it is an "Approval Notice" for "Class NATO-1" (or NATO-2, 3, 4, 5, 6, 7), "Valid from [DATES]"; bottom of letter will have new I-94 (Arrival/Departure) card which can be torn off
Citizens of Micronesia	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➢ Code on Form I-688B – 274a.12(a)(8) ➢ Code on Form I-766 – A08
Citizens of the Marshall Islands	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➢ Code on Form I-688B – 274a.12(a)(8) ➢ Code on Form I-766 – A08
Withholding of Deportation	Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➢ Code on Form I-688B – 274a.12(a)(10) ➢ Code on Form I-766 – A-10
	USCIS Asylum Office Letter stating that the application for withholding of deportation (also referred to as withholding of removal) has been granted
	Order of an Immigration Judge stating application for withholding of deportation (or removal) has been granted
Granted Suspension of Deportation or Cancellation of Removal	Order of an Immigration Judge stating application for suspension of deportation or cancellation of removal has been granted
	USCIS Asylum Office Letter stating that the application for suspension of deportation/special rule cancellation of removal has been granted
	Arrival/Departure Record (Form I-94) stamped "Suspension of deportation/special rule cancellation of removal granted"

STATUS	DOCUMENTS
Granted a Stay of Deportation or Stay of Removal	Arrival/Departure Record (Form I-94) stamped "106" or "Stay of deportation granted" or "Stay of Removal" ICE Deportation Office Letter
Granted Deferred Enforced Departure Status	Employment Authorization Document (i.e., "work permit card") ➤ Code on Form I-688B – 274a.12(a)(11) ➤ Code on Form I-766 – A11 USCIS Extension Notice for DED aliens
Applicants for Adjustment of Status	Employment Authorization Document (i.e., "work permit card") ➤ Code on Form I-688B – 274a.12(c)(9) ➤ Code on Form I-766 – C09 USCIS Notice of Action (Form I-797) stating that an I-485 Application to Adjust to Permanent Resident Status has been received Application to Register Permanent Residence or Adjust Status (Form I-485) bearing a stamp showing it has been filed in Immigration Court (a.k.a. Executive Office for Immigration Review/Office of the Immigration Judge) – Note: only the first page of the application will bear the stamp
Applications for Asylum	Employment Authorization Document (i.e., "work permit card") ➤ Code on Form I-688B – 274a.12(c)(8) ➤ Code on Form I-766 – C08 USCIS Asylum Office "Acknowledgement of Receipt" Form stating Form I-589 has been received and is pending Application for Asylum and Withholding of Removal (Form I-589) bearing a stamp showing it has been filed in Immigration Court (a.k.a. Executive Office for Immigration Review/Office of the Immigration Judge) – Note: only the first page of the application will bear the stamp
Cuban-Haitian Entrant Category One (See definition below)	I-94 arrival/departure card with a stamp showing parole at any time as a "Cuban/Haitian Entrant (Status Pending)." I-94 may refer to section 212(d)(5). I-94 may be expired. CH6 adjustment code on the I-551 I-94 arrival/departure card with a stamp showing parole into the U.S. on or after April 21, 1980. I-94 may refer to section 212(d)(5). I-94 may be expired. A Cuban or Haitian passport with a stamp dated after October 10, 1980. Passport may be expired.
Cuban-Haitian Entrant Category Two (See definition below)	I-94 arrival/departure card showing parole into the United States. I-94 may refer to section 212(d)(5), humanitarian, or public interest parole. Employment Authorization Document (i.e., "work permit card") ➤ Code on Form I-688B – 274a.12(a)(4) or 274a.12(c)(11)) and documentation confirming that individual is a Cuban or Haitian national ➤ Code on Form I-766 – A04 or C11

STATUS	DOCUMENTS
Cuban-Haitian Entrant Category Three (See definition below)	<ul style="list-style-type: none"> I-221 Order to Show Cause and Notice of Hearing I-862 Notice to Appear I-220A Order of Release on Recognizance I-122 Notice to Applicant Detained for a Hearing Before an Immigration Judge I-221S Order to Show Cause, Notice of Hearing and Warrant for Arrest I-589 date stamped by the Executive Office for Immigration Review (Application for Asylum and Withhold of Removal; Individual is subject to removal, deportation, or exclusion proceedings) I-485 date stamped by the Executive Office for Immigration Review (Application to Register Permanent Residence or to Adjust Status; Individual is subject to removal, deportation, or exclusion proceedings) EOIR-26 (Notice of Appeal, date stamped by the Office of the Immigration Judge) Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➤ Code on Form I-688B – 274a.12(c)(10) and documentation confirming that individual is a Cuban or Haitian national ➤ Code on Form I-766 – C10 Other applications for relief that have been stamped by the Executive Office for Immigration Review Other documentation pertaining to an applicant's removal, exclusion, or deportation proceedings such as a notice of a hearing date before an immigration judge
Cuban-Haitian Entrant Category Four (See definition below)	<ul style="list-style-type: none"> I-589 receipt for filing an Application for Asylum and Withholding of Removal Employment Authorization Document (i.e., "work permit card") <ul style="list-style-type: none"> ➤ Code on Form I-688B – 274a.12(c)(8) and documentation confirming that individual is a Cuban or Haitian national ➤ Code on Form I-766 – C08
<u>Florida Documentation</u> <u>Other Qualified Aliens</u>	<p><u>Documentation that demonstrates the claimant is a qualified U.S. alien under 8 U.S.C. § 1621. Birth Certificate</u></p> <p><u>Florida Certificate of Marriage</u></p> <p><u>DD Form 2058 State of Legal Residence Certificate</u></p> <p><u>Florida Drivers License</u></p> <p><u>Military Identification</u></p>

Definitions:

Cuban-Haitian Entrant Category One – Any individual granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, **regardless of the status of the individual at the time assistance or service are provided.**

Cuban-Haitian Entrant Category Two – A national of Cuba or Haiti who was paroled into the United States and has not acquired any special status under the immigration laws and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered.

Cuban-Haitian Entrant Category Three – A national of Cuba or Haiti who is subject to removal, deportation, or exclusion proceedings under the immigration laws and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered.

Cuban-Haitian Entrant Category Four – A national of Cuba or Haiti who has an asylum application pending with the United States Citizen and Immigration Services and with respect to

whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered.

APPENDIX D – SAMPLE DOCUMENTATION FOR WRONGFUL INCARCERATION



BILL McCOLLUM
ATTORNEY GENERAL
STATE OF FLORIDA

OFFICE OF THE ATTORNEY GENERAL
Criminal Appellate Division

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Carolyn.Snurkowski@My.Florida.Gov

July 17, 2009

RE: Mr. _____'s Wrongful Incarceration Compensation Claim Pursuant to Chapter 961, Fla. Stat. (2008)

Dear Mr. _____:

The Office of the Florida Attorney General has transmitted, this date, the attached documents including the Report with attachments to Chief Financial Officer Alex Sink regarding Mr. _____'s claim for Wrongful Incarceration Compensation, Chapter 961, Fla. Stat. (2008).

Pursuant to §961.05(7), Fla. Stat. (2008), this Department has determined that Mr. _____ is eligible for compensation, and monetary and non-monetary compensation, listed in §961.08(1)(a-e), Fla. Stat. (2008), has been set out in the Report.

Should you have any questions, please feel free to call my office at 850 414 3300.

Sincerely,

Carolyn M. Snurkowski
Assistant Deputy Attorney General
Office of the Attorney General
State of Florida

**APPENDIX E – SAMPLE DOCUMENTATION FROM
DEPARTMENT OF JUVENILE JUSTICE**



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

**Address Verification Form
For Parents or Legal Guardians ONLY**
(Please Print Legibly)

Date: _____ Time: _____
 Month Day Year

Youth (s) Name

Last	First	Middle Initial
1.		
2.		
3.		

Please provide your current name, address and telephone information as indicated below:

Last	First	Middle Initial

Street No.	Street Name	Apt. No.	County of Residence

City	State

***** Is this a new address? Yes No *****

Home Number	Work Number	Cellular Phone Number
Area Code & Number	Area Code & Number	Area Code & Number
Is this a new number? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this a new number? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this a new number? Yes <input type="checkbox"/> No <input type="checkbox"/>

What is your Drivers License Number? _____

What is your current E-Mail Address? _____

Parent or Legal Guardian Signature _____ Date _____

Official Use Only <i>(To be Completed by DJJ Staffer - Internal Processing)</i>	
DJJ ID Number:	Date Entry Date:
Entry Compiled by: (Printed Name)	

Submit

Resubmit

Articulation Coordinating Committee
October 28, 2015

Item #5: HECC Recommendations on Transfer of Credit

ACC Action: Discussion

The Higher Education Coordinating Committee (HECC) was created for the purposes of identifying unmet needs and facilitating solutions to disputes regarding the creation of new degree programs and the establishment of new institutes, campuses or centers. It serves as an advisory body to the Legislature, State Board of Education and Board of Governors. Its membership includes:

1. One member of the Board of Governors, appointed by the chair of the Board of Governors.
2. The Chancellor of the State University System.
3. The Chancellor of the Florida College System.
4. One member of the State Board of Education, appointed by the chair of the State Board of Education.
5. The Executive Director of the Florida Association of Postsecondary Schools and Colleges.
6. The president of the Independent Colleges and Universities of Florida.
7. The president of Workforce Florida, Inc., or his or her designee.
8. The president of Enterprise Florida, Inc., or a designated member of the Stakeholders Council appointed by the president.

Three representatives of the business community, who are committed to developing and enhancing world class workforce infrastructure necessary for Florida's citizens to compete and prosper in the ever-changing economy of the 21st century.

9. One appointed by the President of the Senate.
10. One appointed by the Speaker of the House of Representatives.
11. One appointed by the Governor.

More information at: <http://www.floridahighereducation.org/>

In its 2014 Annual Report, the Higher Education Coordinating Committee included as a recommendation to the Legislature:

Broaden its commitment to seamless articulation pathways by incentivizing higher education institutions to increase the number and proportion of transfer students receiving credit towards their intended program of study always keeping in mind issues of accreditation and quality.

Presenter: Dr. Ed Moore, President, ICUF, and Member of the Higher Education Coordinating Council

Articulation Coordinating Committee
October 28, 2015

Item #6: FloridaShines College and Career Planning Tool

ACC Action: Discussion

Presenter: Nashla Dawahre, Florida Virtual Campus, Advising and Student Services

Articulation Coordinating Committee
October 28, 2015

Item #7: Education Common Prerequisites Review Update

ACC Action: Discussion

The Common Prerequisite Manual (s. 1007.25(5), Florida Statutes) was established in 1996 and lists the common prerequisites courses and substitutions for each university program. It provides all students, both native and transfer, information regarding courses they must complete to be admitted into an upper division program. Institutions must apply these prerequisites for admission and to the degree and may not add additional courses as prerequisites for entrance to the degree program.

Only approved course substitutions can be utilized. Universities and Florida College System institutions cannot grant unapproved course substitutions for either native students or transfers from Florida public institutions. All institutions must accept the common prerequisites and/or substitutions in transfer.

Discipline committees made up of faculty from a variety of public institutions across the state meet annually to develop and review the common prerequisites for their academic programs. Academic departments in all Florida public higher education institutions are expected to abide by the program prerequisites.

All teacher preparation programs include the following three common prerequisite courses:

- EDFX005 Introduction to the Teaching Profession**
- EDFX085 Introduction to Diversity for Educators**
- EMEX040 Introduction to Technology for Educators**

A workgroup has been established to determine the continuing efficacy of these courses as required common prerequisites for teacher preparation programs.

Presenters: Matthew Bouck/Lynda Page

**Articulation Coordinating Committee
October 28, 2015**

Item #8: Florida's Integrated Career and Academic Preparation Program (FICAPS)

ACC Action: Discussion

Presenter: Kathleen Taylor, Chief, Bureau of Standards, Benchmarks and Frameworks,
Division of Career and Adult Education

Articulation Coordinating Committee
October 28, 2015

Item #9: Florida College System Reporting: Institution/Program of Interest

ACC Action: Discussion

Section 1007.23(3), Florida Statutes, states:

To improve articulation and reduce excess credit hours, beginning with students initially entering a Florida College System institution in 2013-2014 and thereafter, the articulation agreement must require each student who is seeking an associate in arts degree to indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours. The institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest.

Institutions of Interest

Reporting College	Broward College	Central Florida College	Chipola College	Daytona State College	Eastern Florida State College	Florida Gateway College	Florida SouthWestern	Florida State College Jax	Indian River State Collete	Lake-Sumter State College	Miami Dade College	Palm Beach State College	Pensacola State College	Polk State College	Santa Fe College	Seminole State College of FL	St. Johns River State College	St. Petersburg College	Valencia College	Florida A&M University	Florida Atlantic University	Florida Gulf Coast University	Florida Int'l University	Florida State University	New College of Florida	University of Central Florida	University of Florida	University of North Florida	University of South Florida	University of West Florida	Total Institution Responses	
Broward College	2%																												1325			
Central Florida College		16%																											181			
Chipola College																													50%	2		
Daytona State College				28%																									570			
Eastern Florida State College					14%																								484			
Florida Gateway College	1%	1%	1%		30%	1%										1%					3%	1%	7%	6%	36%	8%	3%	2%	119			
Florida Keys Comm. College																					4%	4%	27%	12%	23%	19%	12%		26			
FL SouthWestern State Coll.	1%	1%	1%				14%														1%	4%	5%	36%	2%	8%	7%	7%	1%	10%	1%	1789
Florida State College at Jax								22%													1%		1%	2%	1%	12%	18%	33%	2%	12%		89
Gulf Coast State College																					6%					72%	11%	6%			6%	18
Indian River State College								25%													16%	1%	1%	11%	22%	18%	4%			140		
Lake Sumter State College				1%					8%							1%			1%	3%	2%		3%	73%	6%		3%		125			
Miami Dade College									5%												2%		77%	4%		3%	8%		1%		3495	
North Florida Comm. College		1%	1%	3%					1%								2%			10%	1%		51%		3%	21%	6%	2%	2%	198		
Palm Beach State College										6%								1%		2%	48%	2%	5%	10%	11%	8%	1%	4%		1398		
Pasco Hernando State College																					1%	1%	1%	7%	9%	8%	1%	71%	1%	379		
Pensacola State College										53%										1%		1%	1%	6%	1%	3%	2%			33%	344	
Polk State College											21%						1%			1%	1%	1%	2%	5%	18%	8%	2%	40%	1%	424		
Seminole State College	1%											10%												2%	61%	2%		1%		1127		
St. Johns River State College								2%									26%	1%	1%					3%	10%	12%	44%	2%	1%	133		
St. Petersburg College								1%										56%			1%	1%	4%	1%	4%	10%	4%		24%		189	
State College of Florida, M-S																		2%	2%			2%	6%		14%	2%	14%	9%	1%	48%	140	
Valencia College	1%	2%	1%						1%											11%	1%		1%	1%	73%	4%	1%			406		

Cells < 1% were excluded

Source: FCS SDB 2014-15 After 2E

PERA1912/jr

The Florida College System
2014-15 Programs of Interest

Program of Interest	Total	Program of Interest	Total
NURSING [51.3801]	1182	Economics, General [45.0601]	70
BUSINESS ADMINISTRATION [52.0201]	985	Public Administration and Social Service Professions [44.0000]	69
Biology/Biological Sciences, General [26.0101]	876	Liberal Arts and Sciences, General Studies and Humanities [24.0000]	68
Health Professions and Related Programs [51.0000]	779	Kinesiology and Exercise Science [31.0505]	66
Psychology, General [42.0101]	659	PUBLIC SAFETY MANAGEMENT [43.9999]	65
Business, Mgmt, Marketing, and Related Support Services [52.0000]	482	Liberal Arts and Sciences/Liberal Studies [24.0101]	63
Accounting [52.0301]	409	Biological and Biomedical Sciences [26.0000]	62
Criminal Justice/Safety Studies [43.0104]	390	Dietetics/Dietitian [51.3101]	61
ELEMENTARY EDUCATION [13.1202]	372	History, General [54.0101]	54
Computer and Information Sciences, General [11.0101]	286	Architecture [04.0201]	53
SUPERVISION AND MANAGEMENT [52.0299]	234	Music, General [50.0901]	53
Physical Sciences [40.0000]	223	Homeland Security, Law Enforcement, Firefighting, Related [43.0000]	52
Education [13.0000]	192	Journalism [09.0401]	51
Hospitality Administration/Management, General [52.0901]	190	Sociology [45.1101]	50
Computer Engineering, General [14.0901]	172	International Relations and Affairs [45.0901]	47
CONVERGED COMMUNICATIONS [09.0102]	171	Drama and Dramatics/Theatre Arts, General [50.0501]	47
Marketing/Marketing Management, General [52.1401]	171	EXCEPTIONAL STUDENT EDUCATION [13.1001]	46
Political Science and Government, General [45.1001]	164	BIOMEDICAL SCIENCES [26.0102]	45
Social Work [44.0701]	161	Criminology [45.0401]	45
Mechanical Engineering [14.1901]	152	Fine/Studio Arts, General [50.0702]	45
Social Sciences [45.0000]	140	Physical Education Teaching and Coaching [13.1314]	44
Art/Art Studies, General [50.0701]	126	International Business/Trade/Commerce [52.1101]	43
Engineering [14.0000]	125	Communication, Journalism, and Related Programs [09.0000]	40
Civil Engineering, General [14.0801]	115	Communication and Media Studies, Other [09.0199]	40
English Language and Literature, General [23.0101]	114	Dance, General [50.0301]	38
Health/Health Care Administration/Management [51.0701]	114	Cinematography and Film/Video Production [50.0602]	37
Chemistry, General [40.0501]	113	Sport and Fitness Administration/Management [31.0504]	36
Business/Commerce, General [52.0101]	113	Digital Arts [50.0102]	36
Psychology [42.0000]	109	Mathematics, General [27.0101]	35
Finance, General [52.0801]	101	Chemical Engineering [14.0701]	34
Electrical and Electronics Engineering [14.1001]	95	Environmental Science [03.0104]	33
History [54.0000]	90	Bioengineering and Biomedical Engineering [14.0501]	33
Engineering Technology, General [15.0000]	87	Animal Sciences, General [01.0901]	32
Athletic Training/Trainer [51.0913]	87	Computer and Information Sciences and Support Services [11.0000]	31
General Studies [24.0102]	80	Aerospace, Aeronautical and Astronautical/Space Eng [14.0201]	31
Information Technology [11.0103]	79	Zoology/Animal Biology [26.0701]	30
Education, General [13.0101]	79	Physics, General [40.0801]	30
EARLY CHILDHOOD EDUCATION [13.1210]	72	MIDDLE GRADES MATHEMATICS EDU. [13.1311]	29

Program of Interest	Total	Program of Interest	Total
Graphic Design [50.0409]	29	Teacher Education, Multiple Levels [13.1206]	12
Visual and Performing Arts [50.0000]	28	Health and Physical Education/Fitness, General [31.0501]	12
Music Teacher Education [13.1312]	27	Audiology/Audiologist Speech-Lang Pathology/Pathologist [51.0204]	12
PARALEGAL STUDIES [22.0302]	27	Health Information/Medical Records Admin/Administrator [51.0706]	12
Management Information Systems, General [52.1201]	27	Public Health, General [51.2201]	12
Philosophy [38.0101]	26	Speech Communication and Rhetoric [09.0101]	11
Art Teacher Education [13.1302]	24	Digital Communication and Media/Multimedia [09.0702]	11
Biochemistry [26.0202]	24	Environmental/Environmental Health Engineering [14.1401]	11
Music Performance, General [50.0903]	24	Photography [50.0605]	11
Architecture and Related Services, Other [04.9999]	23	COMPUTER NETWORKING [11.0901]	10
MIDDLE GRADES LANGUAGE ARTS ED [13.1305]	23	Parks, Recreation and Leisure Facilities Mgmt, General [31.0301]	10
Marine Biology and Biological Oceanography [26.1302]	22	Physiological Psychology/Psychobiology [42.2706]	9
RADIOLOGY & IMAGING SCIENCE [51.0907]	22	CLINICAL LABORATORY SCIENCE [51.1005]	9
Business/Managerial Economics [52.0601]	22	Agriculture, Agriculture Operations, and Related Sciences [01.0000]	8
Marketing, Other [52.1499]	22	Secondary Education and Teaching [13.1205]	8
Computer Software and Media Applications, Other [11.0899]	21	Computer Technology/Computer Systems Technology [15.1202]	8
MIDDLE GRADES SCIENCEEDU. [13.1316]	21	Humanities/Humanistic Studies [24.0103]	8
General Studies [24.0106]	21	Art History, Criticism and Conservation [50.0703]	8
Forensic Science and Technology [43.0106]	21	Communication Sciences and Disorders, General [51.0201]	8
DENTAL HYGIENE [51.0602]	21	Music Therapy/Therapist [51.2305]	8
Pharmacy, Pharmaceutical Sci, and Admin, Other [51.2099]	21	Liberal Arts and Sciences, General Studies and Hum, Other [24.0199]	7
VETERINARY TECHNOLOGY [51.0808]	20	Actuarial Science [52.1304]	7
Environmental Studies [03.0103]	19	Industrial Engineering [14.3501]	6
Advertising [09.0903]	19	Linguistics [16.0102]	6
Biological and Physical Sciences [30.0101]	18	English Language and Literature/Letters [23.0000]	6
Anthropology [45.0201]	18	Exercise Physiology [26.0908]	6
Electrical, Electronic and Comm Eng Tech/Technician [15.0303]	17	Astronomy [40.0201]	6
Geology/Earth Science, General [40.0601]	17	Atmospheric Sciences and Meteorology, General [40.0401]	6
Interior Design [50.0408]	17	Community Health and Preventive Medicine [51.2208]	6
CARDIOPULMONARY SCIENCE [51.0908]	17	Clinical Nutrition/Nutritionist [51.3102]	6
Human Resources Mgmt/Personnel Administration, Gen [52.1001]	17	Public Relations, Advertising, and Applied Communication [09.0900]	5
Radio and Television [09.0701]	16	Information Science/Studies [11.0401]	5
Computational Science [30.3001]	16	TECHNOLOGY MANAGEMENT [11.1099]	5
Public Relations/Image Management [09.0902]	15	SECONDARY BIOLOGY EDUCATION [13.1322]	5
Social Science Teacher Education [13.1317]	15	ENGINEERING TECHNOLOGY [15.9999]	5
Medical Microbiology and Bacteriology [26.0503]	15	Foreign Languages, Literatures, and Linguistics [16.0000]	5
Criminal Justice/Police Science [43.0107]	15	French Language and Literature [16.0901]	5
Public Administration [44.0401]	14	Apparel and Textiles, General [19.0901]	5
Construction Engineering Technology/Technician [15.1001]	13	INDUSTRIAL BIOTECHNOLOGY [26.1201]	5
Social Sciences, General [45.0101]	13	Resort Management [52.0906]	5

Program of Interest	Total	Program of Interest	Total
Food Science [01.1001]	4	Horticultural Science [01.1103]	1
Asian Studies/Civilization [05.0103]	4	Natural Resources and Conservation [03.0000]	1
Education/Teaching of Individuals with Vision Impairments Including Blindness [13.1009]	4	Forestry, General [03.0501]	1
Agricultural Teacher Education [13.1301]	4	American/United States Studies/Civilization [05.0102]	1
Agricultural Engineering [14.0301]	4	African-American/Black Studies [05.0201]	1
Systems Engineering [14.2701]	4	BAS DIGITAL MEDIA [10.0304]	1
Sign Language Interpretation and Translation [16.1603]	4	Junior High/Intermediate/Middle School Educ and Teaching [13.1203]	1
Religion/Religious Studies [38.0201]	4	Laser and Optical Entineering [14.1003]	1
Criminalistics and Criminal Science [43.0111]	4	Biological/Biosystems Engineering [14.4501]	1
Visual and Performing Arts, Other [50.9999]	4	East Asian Languages, Literatures, and Linguistics, Other [16.0399]	1
Agricultural Economics [01.0103]	3	Italian Language and Literature [16.0902]	1
Water, Wetlands, and Marine Resources Management [03.0205]	3	Portuguese Language and Literature [16.0904]	1
Wildlife, Fish and Wildlands Science and Management [03.0601]	3	Family and Consumer Sciences/Human Sciences [19.0000]	1
Architecture and Related Services [04.0000]	3	Human Development and Family Studies, General [19.0701]	1
EDUCATIONAL STUDIES [13.9999]	3	Rhetoric and Composition [23.1304]	1
Nuclear Engineering [14.2301]	3	Botany/Plant Biology [26.0301]	1
ARCHITECTURAL ENGINEERING TECH [15.0101]	3	Mathematics and Statistics [27.0000]	1
Foreign Languages and Literatures, General [16.0101]	3	Gerontology [30.1101]	1
Statistics, General [27.0501]	3	Jewish/Judaic Studies [38.0206]	1
Multi-/Interdisciplinary Studies, Other [30.9999]	3	Philosophy and Religious Studies, Other [38.9999]	1
Cyber/Computer Forensics and Counterterrorism [43.0116]	3	Chemistry, Other [40.0599]	1
Fire Science/Fire-fighting [43.0203]	3	Oceanography, Chemical and Physical [40.0607]	1
Geography [45.0701]	3	Physics, Other [40.0899]	1
Social Sciences, Other [45.9999]	3	FIRE SCIENCE MANAGEMENT [43.0202]	1
Music Theory and Composition [50.0904]	3	Aeronautics/Aviation/Aerospace Sci and Tech, General [49.0101]	1
Entrepreneurship/Entrepreneurial Studies [52.0701]	3	Jazz/Jazz Studies [50.0910]	1
City/Urban, Community and Regional Planning [04.0301]	2	Music Management [50.1003]	1
Landscape Architecture [04.0601]	2	HEALTH SERVICES ADMINISTRATION [51.2211]	1
Women's Studies [05.0207]	2	Transportation/Mobility Management [52.0209]	1
Foreign Language Teacher Education [13.1306]	2	Banking and Financial Support Services [52.0803]	1
Spanish Language and Literature [16.0905]	2	Restaurant/Food Services Management [52.0905]	1
Family and Consumer Sciences/Human Sciences, General [19.0101]	2	Real Estate [52.1501]	1
Family and Community Services [19.0707]	2		
Legal Professions and Studies [22.0000]	2		Total 13101
International/Global Studies [30.2001]	2		
Sustainability Studies [30.3301]	2		
Parks, Recreation, Leisure and Fitness Studies [31.0000]	2		
PROJECT AND ACQUISITIONS MGMT. [52.0202]	2		
SUPPLY CHAIN MANAGEMENT [52.0203]	2		
Meeting and Event Planning [52.0907]	2		
Management Science [52.1301]	2		
Agribusiness/Agricultural Business Operations [01.0102]	1		

Source: FCS SDB 2014-15 After 2E Submission
PERA1912/jr

Articulation Coordinating Committee
October 28, 2015

Item #10: Nonpublic Institution Articulation Agreement Process

ACC Action: Discussion

The previous process for forming a new articulation agreement, which was developed by the Division of Florida Colleges and the Office of Articulation, is:

- Step 1: Nonpublic institution works with Division staff to draft agreement
- Step 2: Division presents the draft agreement – along with a cover sheet of key data points from the institution and data from other comparable institutions – to the Commission for Independent Education (CIE) for comments (when appropriate) and the Articulation Coordinating Committee (ACC) for recommendation
- Step 3: Draft agreement, cover sheet, comparison data, ACC recommendation, and CIE comments (when appropriate) are presented to COP for approval
- Step 4: Upon COP approval, Chancellor signs agreement
- Step 5: Colleges sign participation agreements

The Office of Articulation and Florida College System office have collaborated on a new process for the establishment of articulation agreements between nonpublic institutions and Florida College System institutions.

Articulation Agreements between the Florida College System and Nonpublic Institutions

Existing agreements

- The existing agreements will remain in effect, including the recently approved agreement with Ashford University (see list below).

New agreements

- The Department of Education/Division of Florida Colleges will no longer play an active role in facilitating statewide articulation agreements with nonpublic institutions.
- The Office of Articulation will accept letters of interest from nonpublic institutions seeking to establish local articulation agreements with Florida College System institutions. Information about submission of the letters of interest will be posted on the Office of Articulation's website.
- The Office of Articulation will post the letters of interest on the website with a link to College Navigator, so that Florida College System institutions can access data about the nonpublic institutions.
- The Office of Articulation will share the letters of interest received with the Florida College System Chancellor.
- The Division of Florida Colleges will share the letters of interest with the Council of Instruction Affairs (CIA).

Language on the Office of Articulation Website

Nonpublic postsecondary institutions seeking to establish local articulation agreements with Florida College System institutions may submit a letter of interest to the Florida Department of Education's Office of Articulation at articulation@fldoe.org. A letter of interest should include institutional contact information, and it is suggested the letter include information about the institution and the type of articulation agreement sought. Letters of interest received will be posted to the Office of Articulation's website at <http://www.fl DOE.org/policy/articulation/articulation-agreements.shtml> and shared with Florida College System institutions.

Existing Nonpublic Articulation Agreements
[\(http://fldoe.org/policy/articulation/articulation-agreements.shtml\)](http://fldoe.org/policy/articulation/articulation-agreements.shtml)

Independent Colleges and Universities Articulation Agreement

Johnson & Wales Agreement with the Florida College System
Johnson & Wales Agreement with Florida Keys Community College
Johnson & Wales Agreement with Gulf Coast State College
Johnson & Wales Agreement with Hillsborough Community College
Johnson & Wales Agreement with Palm Beach State College
Johnson & Wales Agreement with Polk State College
Johnson & Wales Agreement with State College of Florida, Manatee-Sarasota
Johnson & Wales Agreement with St. Petersburg College
Johnson & Wales Agreement with Valencia College

Strayer University Articulation Agreement

Association of Jesuit Colleges and Universities Articulation Agreement

Western Governors University Articulation Agreement

Union Institute and University Articulation Agreement

Chamberlain College of Nursing Articulation Agreement
Chamberlain College of Nursing Agreement with Gulf Coast State College
Chamberlain College of Nursing Agreement with Florida Keys Community College

Ashford University Agreement with the Division of Florida Colleges
Ashford University Agreement with Eastern Florida State College
Ashford University Agreement with Gulf Coast State College
Ashford University Agreement with Lake Sumter State College
Ashford University Agreement with Polk State College
Ashford University Agreement with South Florida State College
Ashford University Agreement with St. Petersburg College

Articulation Coordinating Committee
October 28, 2015

Item #11: General Education Core Update

ACC Action: Discussion

Section 1007.25(3), Florida Statutes, establishes the general education core:

The chair of the State Board of Education and the chair of the Board of Governors, or their designees, shall jointly appoint faculty committees to identify statewide general education core course options. General education core course options shall consist of a maximum of five courses within each of the subject areas of communication, mathematics, social sciences, humanities, and natural sciences. The core courses may be revised, or the five-course maximum within each subject area may be exceeded, if approved by the State Board of Education and the Board of Governors, as recommended by the subject area faculty committee and approved by the Articulation Coordinating Committee as necessary for a subject area. Each general education core course option must contain high-level academic and critical thinking skills and common competencies that students must demonstrate to successfully complete the course. Beginning with students initially entering a Florida College System institution or state university in 2015-2016 and thereafter, each student must complete at least one identified core course in each subject area as part of the general education course requirements. All public postsecondary educational institutions shall accept these courses as meeting general education core course requirements. The remaining general education course requirements shall be identified by each institution and reported to the department by their statewide course number. The general education core course options shall be adopted in rule by the State Board of Education and in regulation by the Board of Governors.

State Board of Education Rule 6A-14.0303, Florida Administrative Code (F.A.C.), and Board of Governors Regulation 8.005 have established the general education core courses required of associate in arts and baccalaureate degree students.

Presenter: Matthew Bouck

DRAFT

**Articulation Coordinating Committee
General Education Core Course Options
Course Evaluation**

Evaluation of Institution-Designated General Education Core Courses

The Statewide Course Numbering System will conduct a review of additional institution courses designated as general education core using the following criteria:

- (1) Courses designed to satisfy the Communication portion of the general education core must have a prefix of ENC and must be listed by at least one institution as having ENCx101 as an immediate prerequisite.
- (2) Additional courses may not be identified to meet the general education core in Humanities and Social Science.
- (3) Courses designated to satisfy the Mathematics portion of the general education core must be within mathematics or statistics and must be listed by at least one institution as having one of the established core courses as an immediate prerequisite.
- (4) Courses designated to satisfy the Natural Science portion of the general education core must be in the natural sciences and must be listed by at least one institution as having one of the established core courses as an immediate prerequisite.

Results of the evaluation will be reported to the Articulation Coordinating Committee by January 31, 2016 for review and action.

Identification of New General Education Core Courses

- (1) Institutions may complete a form *Request for Additional General Education Core Courses* (this form will be incorporated into SBE Rule 6A-14.0303 General Education Core Course Options and available at the Office of Articulation site). The form is to be submitted to the Office of Articulation.
- (2) The request will be evaluated by staff in the Office of Articulation, Florida College System and Board of Governors.
- (3) The request will be submitted with recommendations to the General Education Core Course Options Steering Committee for review and approval.
- (4) If approved, the request will be submitted to the Articulation Coordinating Committee for review and approval.
- (5) The additional course will be approved as revisions to rule 6A-14.0303, FAC, and Board of Governors Regulation 8.005

DRAFT

Request for Additional General Education Core Course

The purpose of this form is to request that an additional general education core course option be added to State Board of Education Rule 6A-14.0303, FAC, and Board of Governors Regulation 8.005 that does not currently meet the criteria established in the rule and regulation.

Please complete one form for each requested course.

Institution:

Name/Contact Information of Requestor:

SCNS Course Number and Title of Additional Course:

General Education Core Subject Area:

Course Description (course syllabus may be attached):

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Course Prerequisite:

Reason for Request:

How Many FCS Institutions Offer the Course?

How Many SUS Institutions Offer the Course?

Is the Course Identified as General Education by Any Other Institution?

Approvals:

Approver	Name	Signature
Institution Chief Academic Officer		
Director, Office of Articulation		
Chief Academic Officer, Florida College System		
Chief Academic Officer, State University System		
General Education Core Course Options Steering Committee Co-Chair		
Articulation Coordinating Committee Chair		

Please submit this form to the Office of Articulation at articulation@fldoe.org

Statewide Course and Title	GENERAL EDUCATION CORE										
	GE Core in Rule/Reg	Communication Core		Humanities Core		Mathematics Core		Natural Science Core		Social Science Core	
		FCS Count	SUS Count	FCS Count	SUS Count	FCS Count	SUS Count	FCS Count	SUS Count	FCS Count	SUS Count
ENCx101 FRESHMAN COMPOSITION SKILLS I (GE CORE)	#	27	10								
ENCx102 FRESHMAN COMPOSITION SKILLS II		3	1								
ASLx000 ORIENTATION TO DEAFNESS (L)		1									
SPCx608 PUBLIC SPEAKING (L)		1									
ARHx000 ART APPRECIATION	#			28	9						
PHIx010 INTRODUCTION TO PHILOSOPHY (L) (GE CORE)	#			27	10						
THEx000 THEATRE APPRECIATION	#			25	10						
MULx010 INTRO. MUSIC LIT/MUSIC APPREC I	#			25	9						
HUMx020 INTRODUCTION TO HUMANITIES	#			26	4						
LITx000 INTRODUCTION TO LITERATURE (GE CORE)	#			22	8						
DANx100 APPRECIATION/SURVEY OF DANCE (L)				1							
HUMx210 ANCIENT TIMES THROUGH THE RENAISSANCE					1						
LITx110 WORLD LITERATURE THROUGH THE RENAISSANCE					1						
MUHx011 INTRO. TO MUSIC HISTORY-APPREC I				1							
MUNx022 LAPTOP AND ELECTRONIC ARTS ENSEMBLE					1						
MGFX106 MATHEMATICS FOR LIBERAL ARTS I (GE CORE)	#					28	10				
STAx023 STATISTICAL METHODS I (GE CORE)	#					28	10				
MACx105 COLLEGE ALGEBRA (GE CORE)	#					27	10				
MACx311 CALCULUS I (GE CORE)	#					27	10				
MGFX107 MATHEMATICS FOR LIBERAL ARTS II (GE CORE)	#					27	10				
MACx114 TRIGONOMETRY						3	1				
MACx140 PRECALCULUS ALGEBRA						3	1				
MACx312 CALCULUS WITH ANALYTIC GEOMETRY II						2	2				
MACx147 PRECALCULUS ALGEBRA/TRIGONOMETRY						1	1				
MACx233 CALCULUS FOR BUSINESS & SOC. SCI. I						1	1				
MACx157 ANALYTIC GEOMETRY WITH TRIGONOMETRY (L)							1				
MAEx330 TEACHING SECONDARY SCHOOL MATHEMATICS							1				
MAEx365 PROFESSIONAL DEVELOPMENT FORM PROSPECTIVE MATH TEACHERS							1				
MHFx302 MATHEMATICAL LOGIC I							1				
MHFx310 SYMBOLIC LOGIC							1				
MTGx212 COLLEGE GEOMETRY I							1				
STAx037 STATISTICS WITH CALCULUS							1				
STAx122 STATISTICAL APPLIC. IN SOCIAL SCIENCE I							1				
STAx183 THEORY OF INTEREST (U)							1				
ASTx002 DESCRIPTIVE ASTRONOMY (GE CORE)	#							23	7		
EVRx001 INTRODUCTION TO ENVIRONMENTAL SCIENCE (GE CORE)	#							21	6		
PHYx053 GENERAL PHYSICS I (2 SEM SEQ) (GE CORE)	#							18	7		

Statewide Course and Title	GE Core in Rule/Reg	Communication Core		Humanities Core		Mathematics Core		Natural Science Core		Social Science Core	
		FCS Count	SUS Count	FCS Count	SUS Count	FCS Count	SUS Count	FCS Count	SUS Count	FCS Count	SUS Count
CHMx020 CHEMISTRY FOR LIBERAL STUDIES I (GE CORE)	#							16	7		
BSCx010 GENERAL BIOLOGY (GE CORE)	#							17	3		
PHYx020 FUNDAMENTALS OF PHYSICS (GE CORE)	#							14	6		
PHYx048 GEN PHYS W/CALCULUS I (2 SEM SEQ) (GE CORE)	#							16	4		
BSCx005 GENERAL BIOLOGY (GE CORE)	#							16	3		
BSCx085 ANATOMY & PHYSIOLOGY (1 OF 2) (HS MAJ.) NO PREREQ (GE CORE)	#							15	3		
ESCx000 INTRODUCTION TO EARTH SCIENCE (GE CORE)	#							13	5		
CHMx045 GENERAL CHEMISTRY (1 OF 2) (GE CORE)	#							15	2		
PHYx049 GEN PHYS W/CALCULUS II (2 SEM SEQ)								2	2		
PHYx054 GENERAL PHYSICS II (2 SEM SEQ)								2	2		
BSCx011 GENERAL BIOLOGY (CONT.)								2	1		
CHMx046 GENERAL CHEM II (LAST COURSE IN SEQUENCE)								2	1		
BSCx086 ANATOMY & PHYSIOLOGY (2 OF 2) (HS MAJ.) NO PREREQ								2			
ASTx110 SCIENCE OF SOLAR SYSTEM									1		
ASTx142 ASTEROIDS, COMETS, AND METEORITES									1		
ASTx152 PLANETARY GEOPHYSICS									1		
ASTx211 ESSENTIALS OF ASTROPHYSICS									1		
ASTx402 GALAXIES AND COSMOLOGY									1		
ASTx700 EXPERIMENTAL METHODS IN ASTRONOMY									1		
ASTx722 TECHNIQUES OF OBSERVATIONAL ASTRONOMY									1		
BOTx152 LOCAL FLORA OF CENTRAL FLORIDA									1		
BOTx434 MYCOLOGY									1		
BOTx802 PLANTS AND MAN-ETHNOBOTANY									1		
BSCx093 ANATOMY & PHYSIOLOGY (1 OF 2) (HS MAJ.) WITH PREREQ								1			
BSCx312 MARINE BIOLOGY (BROAD CONCEPTS)									1		
BSCx402 SCIENTIFIC PROCESSES IN BIOLOGY									1		
BSCx403 ENVIRONMENTAL QUALITY TECHNIQUE									1		
CHMx025 INTRODUCTION TO GENERAL CHEMISTRY								1			
GLYx001 ELEMENTS OF EARTH SCIENCE									1		
MCBx004 INTRODUCTORY MICROBIOLOGY: BIOLOGY/ CHEMISTRY PREREQUISITE									1		
MCBx010 INTRO MICROBIOLOGY (BIOLOGY/ CHEMISTRY)									1		
MCBx020 MICROBIOLOGY									1		
PCBx023 CELL & MOLECULAR									1		
PCBx044 ECOLOGICAL PROCESSES & ORGANIZATION									1		
PCBx063 INTRO GENETICS: PREREQ.									1		
PCBx174 FOUNDATION OF BIO-IMAGING SCIENCE									1		
PCBx233 IMMUNOLOGY									1		
PCBx353 NATURAL HISTORY OF TROPICAL AREAS									1		
PCBx442 FLORIDA AQUATIC ECOLOGY									1		

Statewide Course and Title	GE Core in Rule/Reg	Communication Core		Humanities Core		Mathematics Core		Natural Science Core		Social Science Core	
		FCS Count	SUS Count	FCS Count	SUS Count	FCS Count	SUS Count	FCS Count	SUS Count	FCS Count	SUS Count
PCBx521 MOLECULAR GENETICS										1	
PCBx703 HUMAN PHYSIOLOGY I (SCI MAJORS)										1	
PCBx722 COMPARATIVE ANIMAL NUTRITION										1	
PHYx025 BASIC PHYSICS (ONE SEMESTER)									1		
PHYx220 CLASSICAL MECHANICS										1	
ZOOx205 ADVANCED INVERTEBRATE ZOOLOGY (UPPER)										1	
ZOOx310 VERTEBRATE EVOLUTION & ECOLOGY										1	
ZOOx480 MAMMOLOGY										1	
ZOOx713 COMPARATIVE VERTEBRATE ANATOMY										1	
ZOOx733 GROSS HUMAN ANATOMY I										1	
ZOOx736 EXERCISE PHYSIOLOGY ANATOMY										1	
ZOOx744 NEUROBIOLOGY										1	
AMHx020 INTRODUCTORY SURVEY SINCE 1877	#									28	10
ECOx013 PRINCIPLES OF ECONOMICS MACRO (GE CORE)	#									28	10
POSx041 AMERICAN GOVERNMENT 1 (GE CORE)	#									28	10
PSYx012 INTRODUCTION TO PSYCHOLOGY (L) (GE CORE)	#									28	10
SYGx000 PRINCIPLES OF SOCIOLOGY (GE CORE)	#									28	10
ANTx000 INTRODUCTION TO ANTHROPOLOGY (GE CORE)	#									20	10

Articulation Coordinating Committee
October 28, 2015

Item #12: SCNS Faculty Credential Manual

ACC Action: Discussion

To participate in the Statewide Course Numbering System an institution must be fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and must be licensed to operate in Florida, or be exempt from licensure.

Section 1007.24(7), Florida Statutes, governs the transfer of credit under the Statewide Course Numbering System

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

The Statewide Course Numbering System evaluates all teaching faculty for participating non-regionally accredited institutions based on Section 3.7.1 Commission on Colleges, Southern Association of Colleges and Schools, Principles of Accreditation; Commission on Colleges, Southern Association of Colleges and Schools, Faculty Credentials Guidelines.

Presenter: Matthew Bouck

**FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF ARTICULATION**

**CRITERIA FOR NONPUBLIC INSTITUTION PARTICIPATION ON THE
STATEWIDE COURSE NUMBERING SYSTEM**

General

Agree to abide by Statewide Course Numbering System requirements and responsibilities (authority: section 1007.24(6), Florida Statutes; 6A-10.043(1)(b), State Board of Education Rule/Board of Governors Guideline, FAC).

Accreditation

Each institution must be fully accredited by a regional or national accrediting agency recognized by the United States Department of Education (authority: section 1007.24(6), Florida Statutes).

Licensure

Each institution must be licensed to operate in Florida, or be exempt from licensure (authority: section 1007.24(6), Florida Statutes).

Fees

Nonprofit institutions or those participating prior to July 1, 1986, will not be charged the costs associated with participation on the SCNS (authority: section 1007.24(6), Florida Statutes).

For-profit institutions that join the system after July 1, 1986, will be charged fees associated with participation on the SCNS (authority: 1007.24(6), Florida Statutes; Fees: 6A-10.043(2), State Board of Education Rule/Board of Governors Guideline, FAC).

Application Fee	\$1,000 (one-time fee)
Entry Fee	Yearly fee for all institution course transactions—new courses, course changes, discontinue courses. Fee varies—is calculated based on the number of transactions on the SCNS for that fiscal year
Maintenance Fee	Yearly fee for all courses maintained on the SCNS database (exclusive of those course transactions billed above). Fee varies—is calculated based on the number of courses on the SCNS
Site Visit Fee	\$300/day
Reinstatement Application Fee	\$300 (one-time fee)

Faculty Requirements

Section 1007.24(7) requires “The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution.” All courses for non-regionally accredited institutions that participate on the Statewide Course Numbering System will

be reviewed based on the requirements of the Southern Association of Colleges and Schools (authority: section 1007.24(6)(7), Florida Statutes; section 3.7.1 Commission on Colleges, Southern Association of Colleges and Schools, Principles of Accreditation; Commission on Colleges, Southern Association of Colleges and Schools, Faculty Credentials Guidelines).

<i>Academic Transfer</i>	Faculty teaching courses designed for transfer to an academic degree (associate in arts or baccalaureate degree): doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
<i>AS/Occupational-Level Transfer</i>	Faculty teaching courses not designed for transfer to an academic degree (associate in arts or baccalaureate degree), but may transfer to an occupational associate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
<i>Not for Transfer</i>	Faculty qualifications do not meet minimum requirements for college-credit courses.

Course Numbers

Institutions that do not participate on the Statewide Course Numbering System may not use the SCNS course classification system. Participating institutions with courses that will not be submitted to the SCNS may not use the SCNS course classification system for those courses. Any college or school deemed to be in violation of this section shall be subject to denial, probation, or revocation of license or certificate of exemption (authority: 6A-10.043(3), State Board of Education Rule/Board of Governors Guideline, FAC).

Statewide Course Numbering System
Participating Nonpublic Institutions

SCNS Institution	SCNS Membership	Accreditation	Course Transfer Determination				Total Courses
			Not Applicable	Academic Transfer	AS/ Occupational Transfer	Not for Transfer	
ACADEMY FOR NURSING AND HEALTH OCCUPATIONS	04/02/13	National					
ART INSTITUTE OF FORT LAUDERDALE	04/18/99	National		570	33	1	604
ATLANTIS UNIVERSITY	08/20/14	National		29	12	8	49
BROWN MACKIE COLLEGE	04/30/10	National		149	32	2	183
CITY COLLEGE	04/18/99	National		221	74	15	310
COLLEGE OF BUSINESS & TECHNOLOGY	09/14/04	National		46	106		152
DADE MEDICAL COLLEGE	03/02/11	National		32	4		36
DAYTONA COLLEGE	07/14/14	National		4	20	1	25
EDWARD WATERS COLLEGE	05/28/14	Regional	23				23
EMBRY-RIDDLE AERONAUTICAL UNIVERSITY	12/21/09	Regional	34				34
EVEREST INSTITUTE	03/10/08	National		60	1		61
EVEREST UNIVERSITY	04/18/99	National		336	157	7	500
EVERGLADES UNIVERSITY	04/18/99	Regional	303		1		304
FLORIDA COLLEGE	04/18/99	Regional	544				544
FLORIDA NATIONAL UNIVERSITY	11/19/03	Regional	559				559
FORTIS COLLEGE	04/18/99	National		3	26		29
FULL SAIL UNIVERSITY	04/18/99	National		41	22	3	66
HEALTH CAREER INSTITUTE	06/03/09	National		47	2		49
HOBÉ SOUND BIBLE COLLEGE	04/18/99	National		37	35		72
INSTITUTE OF HEALTHCARE PROFESSIONS	01/21/15	National					
ITT TECHNICAL INSTITUTE FLORIDA	12/16/14	National					
JOINT SPECIAL OPERATIONS UNIVERSITY	11/01/11	National		14			14
JONES COLLEGE	04/18/99	National		130	3	2	135
JOSE MARIA VARGAS UNIVERSITY	02/23/10	National		126		1	127
KEISER UNIVERSITY	04/18/99	Regional	955	2		1	958
KEY COLLEGE	02/10/03	National		26	61	2	89
LINCOLN TECHNICAL INSTITUTE-FERN PARK	09/24/14	National		7	2		9
MANAGEMENT RESOURCES COLLEGE	03/12/15	National					
MATTIA COLLEGE (PROF. TRAINING CNTRS)	09/09/08	National		89	51		140
NEW PROFESSIONS TECHNICAL INSTITUTE	07/11/14	National		3	8	1	12
RASMUSSEN COLLEGE	04/18/99	Regional	357	1			358
SAN IGNACIO COLLEGE	12/02/14	National					
SOUTHEASTERN COLLEGE	07/18/03	National		28	81		109
ST. THOMAS UNIVERSITY	03/27/14	Regional	382				382
TAYLOR COLLEGE	10/26/06	National			2		2
TRINITY BAPTIST COLLEGE	07/31/03	National		11	2		13
TRINITY COLLEGE OF FLORIDA	08/22/05	National		57	9	1	67