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MEMORANDUM

TO: Florida College System Presidents
State University System Presidents

FROM: Manny Diaz, Jr.
Ray Rodrigues

DATE: May 5, 2025

SUBJECT: Annual Institutional General Education Review Process

In accordance with State Board of Education (SBOE) Rule 6A-14.0303, Florida Administrative Code, and Board of Governors (BOG) Regulation 8.005, each Florida College System (FCS) and State University System (SUS) institution must annually review all general education courses offered by the institution to ensure that each course and its course description comply with Sections 1007.25 and 1007.55, Florida Statutes. After the review, each institution must compile a list of all general education courses offered for the academic year. This memorandum addresses the process for submission and approval of each institution's list for the 2026-27 academic year.

Each institution's list must be approved by the institution's Board of Trustees at a public meeting and submitted to the Articulation Coordinating Committee (ACC) **no later than September 1, 2025**, for implementation in fall of 2026. The ACC has the responsibility to send each list to the BOG or SBOE, as applicable, no later than December 1, 2025. Once the SBOE and BOG receive the lists, the remaining process for final approval follows the process outlined in SBOE rule for FCS institutions and BOG regulation for SUS institutions.

To assist institutions in their review, the Office of K-20 Articulation has compiled a spreadsheet of all general education course offerings for each institution as currently listed in the Statewide Course Numbering System (SCNS) and a template for submitting the list to the ACC. Institutions must use this template to submit their official list of general education course offerings to the ACC and make the associated changes to their courses in the SCNS no later than September 1, 2025.

Annual Institutional General Education Review Process
May 5, 2025
Page Two

Each SUS Provost and FCS Chief Academic Officer will receive the spreadsheet and template from the Office of K-20 Articulation, along with detailed instructions, contact information and a Certification Form for each institution's president and Board of Trustees chair to sign certifying the review and approval of the courses on the list. Each institution must submit its updated general education course list using the template provided along with the completed Certification Form to the Office of K-20 Articulation at articulation@fldoe.org, no later than **September 1, 2025**.

Thank you for your attention to this important work and for all that you do to support Florida's students.

MD/RR/smh

cc: Emily Sikes, Vice Chancellor for Academic and Student Affairs, Office of the Board of Governors
Kimberly Richey, Senior Chancellor, Florida Department of Education
Kathryn Hebda, Chancellor, Division of Florida Colleges, Florida Department of Education
State University System Provosts
FCS Chief Academic Officers