

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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## **Purpose**

The purpose of this procedure is to set forth responsibilities and contacts for articulation efforts related to the university parallel studies as explained below.

## **Procedure**

### **A. Background**

1. The State Articulation Agreement (SBE Rule 6A-10.024) includes provision for transfer of general education and other courses from state and community colleges to upper divisions of institutions in the State University System (SUS).
2. The State Articulation Coordination Committee interprets the Articulation Agreement and makes decisions on questions arising out of implementation of the Agreement.
3. Common prerequisites are standardized across all public universities, state and community colleges in Florida to facilitate efficient transfer of lower-level academic credit into State approved baccalaureate programs and are listed in the Common Prerequisite Manual on the Florida Virtual Campus (FLVC) website. In addition, each institution must clearly publish in their catalogs, any additional admission, course or prerequisite requirements for all programs offered on an annual basis. Advisors use the Common Prerequisite Manual and college/university catalogs to assist students in their selection of courses.
4. Each SUS institution has a Florida College System (FCS) liaison officer or representative who serves as a focal point for articulation and other questions concerning students transferring from FCS institutions.

### **B. Responsibilities**

1. The College President, on recommendation of the Provost, approves all formal articulation agreements to be entered into by the College in transfer or university parallel studies. The review and approval of proposed agreements shall take place well in advance of the implementing period.
2. The Associate Vice President for Arts and Sciences and Articulation shall be responsible for overall coordination of the College's articulation developments in transfer and university parallel studies. Such responsibilities include:
  - a. Serving as a point of contact with liaison officers from the SUS institutions regarding articulation efforts.

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- b. Representing, along with other institutional designees, the College and its position on articulation matters considered through the FCS Council on Instructional Affairs.
- c. Recommending the assignment of academic deans or other appropriate administrators to participate in discussions with SUS institutions or other colleges on transfer and university parallel studies.
- d. Advising the Provost regarding articulation development efforts in transfer and university parallel studies.
- e. Leading the preparation of formal transfer and university parallel articulation agreements between the College and other institutions.
- f. Maintaining official records related to transfer and university parallel articulation agreements.
- g. Referring matters of articulation policy with respect to transfer and university parallel programs to the Provost.

REFERENCES: F.S. 1001.02, 1011.82, SBE Rules 6A-10.024, 6A-14.030

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