

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to set forth responsibilities and contacts for articulation efforts related to career education programs.

Procedure

A. Background

1. Career education programs are designed to provide graduates skills which will enable them to enter occupations directly from the Associate of Science or Technical Certificate award.
2. The State Articulation Agreement (SBE Rule 6A-10.024) defines the articulation guidelines for career education programs to include guarantee of transfer of the general education courses included in the degree, Capstone Degree articulation between institutions in which the Associate of Science degree is accepted by the upper level institution as a block of credit toward a specific baccalaureate degree, and Career Ladder Degree articulation, in which specific Associate of Science (AS) degrees offered by the Florida College System (FCS) are accepted state-wide as block credit toward specific baccalaureate degrees in the State University System (SUS) and FCS.
3. Beyond these guidelines, the College is at liberty to negotiate articulation agreements with SUS institutions or other colleges on the transfer of career education programs and courses to upper division programs leading to a baccalaureate degree and/or to formulate transfer option tracks for selected AS degree programs.
4. The Gold Standard Career Pathways Articulation Agreement (SBE Rule 6A-10.0401) provides transfer credit opportunities for career and technical industry certifications which may apply to AS degrees. The College may negotiate articulation agreements incorporating these industry certifications.
5. In addition, the College is at liberty to negotiate articulation agreements with SUS or other institutions on the transfer of the College's baccalaureate programs into graduate degrees.
6. The College will include information on career pathways and articulations into the Dual Enrollment Articulation Agreements (DEAA) with Duval and Nassau County Public Schools and any applicable private school with which the College develops a DEAA.

B. Responsibilities

1. The College President, on recommendation of the Provost, approves all formal articulation agreements to be entered into by the College in the career education area. The review and approval of proposed agreements shall take place well in advance of the implementation period.

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2. The Associate Vice President for Arts and Sciences and Articulation shall be responsible for overall coordination of the College's articulation developments in career education. Such responsibilities include:
 - a. Recommending the assignment of academic deans or other appropriate administrators to participate in discussions with SUS institutions or other colleges on career education articulation matters.
 - b. Recommending the establishment of and membership on special committees to develop college positions on various career education articulation matters.
 - c. Representing, along with other institutional designees, the College and its position on career education articulation matters considered through the FCS Council on Instructional Affairs.
 - d. Referring matters of career articulation for resolution and recommendation.
 - e. Advising the Provost regarding articulation development efforts in career education.
 - f. Leading the preparation of formal career education articulation agreements between the College and other institutions including schools or school systems with which DEAA's are negotiated.
 - g. Maintaining official records related to career education articulation agreements.

REFERENCES: F.S. 1001.02, SBE Rule 6A-10.024, 6A-10.0401, 6A-14.030

Adopted Date: September 16, 1980

Revision Date: July 5, 1985, July 14, 1986, April 7, 2011, February 22, 2016