

## FCCJ Process for Articulation Agreements with Colleges and Universities

FCCJ Program of Study \_\_\_\_\_

Bachelor's Degree/Major \_\_\_\_\_

University \_\_\_\_\_

University Program Representative \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

University Articulation Officer \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

FCCJ Program Manager/Dean \_\_\_\_\_ Campus \_\_\_\_\_ Phone \_\_\_\_\_

<i>Date Complete</i> <i>d</i>	<i>Role of Program Manager or Dean</i>
	Identify FCCJ degree, potential pathway for a bachelor's degree, and specific university
	Submit rationale to FCCJ Articulation office (Yurko or Crosby) <ul style="list-style-type: none"> <li>• Number of students or potential number of students in POS at FCCJ</li> <li>• Current enrollment in AA Intended Major or AS POS at FCCJ</li> <li>• Is the degree for occupations in a new, high demand or expanding career field?</li> <li>• Is there an existing high transfer rate from FCCJ to this university</li> <li>• Is this a local institution or one on the priority list?</li> <li>• Is this an institution with which we already have a partnership?</li> <li>• Is the bachelor's degree coursework available via distance learning?</li> <li>• Has the university expressed an interest and initiated articulation discussions with your program?</li> <li>• What FCCJ departments/programs does this agreement affect?</li> <li>• Is there an existing military education MOU or contract for this program or with this institution?</li> <li>• Other related information</li> </ul>
	If agreement is pursued, review specific program curriculum with FCCJ Articulation Officer's designee (Crosby) and assist with development and negotiation of articulation agreement
	Program Manager/Dean should inform FCCJ Articulation Office if FCCJ program is deactivated or modified during the term of the agreement. Please discuss such curriculum changes with Articulation representative before submitting curriculum proposal to Curriculum Committee.

<i>Date Completed</i>	<i>Role of Articulation Office (Yurko or Crosby)</i>
	Check the institution's regional accreditation status
	Contact the receiving institution's articulation officer
	Review receiving institution's catalog, program guide or course equivalency chart
	Develop draft of articulation agreement
	AA Degrees – Will the university accept our entire AA GER to satisfy their GER?  Will the entire AA degree of 60 credit hours be accepted?
	AS Degrees – Will the receiving institution accept our AS GER to satisfy part of their GER or do AS students have to complete AA GER in a bridge program?  Will AS professional/core courses be accepted as prerequisites and 'major' courses?
	Is the AS degree described in the articulation agreement different from the existing FCCJ AS POS?  If so, a new AS POS and degree audit may need to be created through Curriculum Services, or the existing AS POS may need to be revised.
	AS/AAS Degrees <u>AND</u> inter-institutional agreement within Florida (not capstone)–  Do the FCCJ faculty members have the appropriate credentials for courses intended for transfer? the faculty credentials for teaching courses in the FCCJ associate degree specified in this agreement must meet SACS criteria for courses intended for transfer (Masters degree with 18 semester credit hours in the discipline) and/or appropriate professional licensure or industry certification?
	Negotiate draft agreement with university's articulation officer and appropriate dean
	Review draft agreement with appropriate FCCJ dean/program manager
	Request that FCCJ dean/program manager contact the university's appropriate dean/department chair to discuss agreement and partnership
	Review by FCCJ Articulation Committee and Curriculum Services, and ex officio members (AVP Workforce, AVP Liberal Arts/Sciences, Directors of Program Dev (WF)
	Send any suggested changes to university
	Finalize Agreement with university and make any final changes
	Review finalized agreement with appropriate FCCJ dean/program manager
	Obtain university department chair and dean and FCCJ dean/program manager signatures on preliminary approval form
	Determine number of originals needed by both institutions
	Obtain signatures on at least TWO originals from Nancy Yurko
	Obtain signatures on at least TWO originals from Dr. Wallace (by sending agreement to Dr. Green)

	Send at least TWO signed originals to other institution, and request that ONE original be returned to FCCJ
	Received signed original from receiving institution
<b><i>After Agreement is signed</i></b>	
	Maintain one signed original and relevant files in Liberal Arts & Sciences/Articulation office
	Add receiving institution to articulation contact list and database
	Post PDF of actual agreement (without signatures) on Official Articulation Agreement webpage linked from the hidden Advisor Resource Guide
	Develop Transfer Advising Sheet and post on student portion of Articulation/Transfer website
	Send email to deans, managers, enrollment services coordinators, advisors and counselors, and articulation committee
	Add links to the specific AAS/AS POS or AA website for the specific program
	Send FCCJ catalog and other marketing information to receiving institution
	Ensure that receiving institution posts agreement or pathway on their website
	Obtain brochures and catalogs from the receiving institution
	Invite receiving institution to FCCJ's annual Transfer College Fair