Palm Beach State College
Academic Affairs
Guidelines for Developing Transfer Agreements

The responsibility for transfer (articulation) agreements falls under the Vice President for Academic Affairs (VPAA). Academic Services supports the development of articulation agreements and memoranda of understanding by facilitating meetings during which PBSC faculty members and staff meet with faculty of other institutions to determine if a transfer agreement would benefit the student by:

1. preserving student credit;
2. clearly communicating student requirements;
3. clearly communicating staff procedures for the articulation agreement.

Process for Initiating an Agreement:
1. Faculty will coordinate with their cluster chair and associate dean liaison.
2. Cluster chairs and/or associate deans communicate with Academic Services about the desire for articulation.
3. Academic Services will:
   a. verify the existence of agreements that could support the need.
   b. check state documents (Common Prerequisites, Statewide Articulation Manual, etc.) for related information pertaining to courses and programs.
   c. verify the need with the Registrar.
   d. make initial contact with the articulation officer of the other institution.
4. If a new agreement is needed, Academic Services will coordinate and schedule a meeting with the cluster chair, associate dean, dean, Registrar, and faculty, staff, and articulation officer of the other institution when possible. In the case of out-of-state institutions, a conference call or other means of communication will be used to facilitate the process.
5. An agreement, or memorandum of understanding, will be drafted with these issues in mind:
   a. preserving the maximum amount of student credit
   b. clarifying issues relating to curriculum (e.g., course content, pre-requisites, co-requisites, financial aid, etc.)
   c. assuring that the articulating institution will provide some type of tracking mechanism so that student performance can be monitored after the student has articulated
6. The cluster, associate dean, Deans’ Council, General Counsel and VPAA will review the agreement.
7. Transfer agreements must correspond to PBSC programs. If not, programs must be modified through the curriculum process prior to making the agreement.
8. Upon PBSC approval, the agreement will be presented to the articulating institution for approval.
9. Academic Services will work with the articulating institution to coordinate signing of the agreement by each institution’s president and chief academic officer.
10. Academic Services will file the agreement with the articulating institution, and PBSC.
11. The agreement will be in effect for five years, unless stated otherwise.
12. College Relations and Marketing (CRM) will prepare press release showcasing new agreement.
13. Academic Services will update transfer agreement web site with the new information.
14. CRM will update any associated program brochures
15. Student services personnel will be notified by Academic Services through email with information on the new agreement
16. Transfer agreements will be reviewed every 2-3 years for course number and other curriculum changes, and during each program review cycle.

Approved by the Vice President of Academic Affairs and the Vice President of Student Services—May 2001