Articulation Agreement Procedures

Palm Beach State College has developed a process for initiating a transfer agreement (below). This document details the steps involved in creating such agreements, which are excellent to develop so that our students have more transfer options available to them.

Guidelines for Developing Transfer Agreements (Articulation)
The responsibility for transfer (articulation) agreements falls under the Vice President for Academic Affairs (VPAA).

Academic Services supports the development of articulation agreements by facilitating meetings during which Palm Beach State faculty members 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 to discuss articulation opportunities.
2. Cluster chairs, program directors and/or associate deans communicate with Academic Services about the desire for articulation with a specific institution or group of institutions.
3. Academic Services will:
   a. Verify the existence of agreements that could support the need already at the College
   b. Check state documents (Common Prerequisites, Statewide Articulation Manual, etc.) for related information pertaining to courses and programs and statewide agreements.
   c. Make initial contact with the articulation officer of the other institution.
4. If an agreement is approved for discussion by both institutions, Academic Services will coordinate and schedule a meeting with the cluster chair, associate dean, dean, 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. In the meeting between both institutions, the following topics will be discussed:
   a. Preserving the maximum amount of student credit from one institution to the other.
   b. Clarifying issues relating to curriculum (e.g., course content, pre-requisites, co-requisites) and how they fit into the agreement to the benefit of students. If both institutions offer the same degree level in a discipline (Associate to Associate; Bachelor to Bachelor, etc.) discuss what the advantage is to creating the agreement being discussed.
   c. Stress the fact that articulation will be entered into only to facilitate program graduates progression to the next level of education; Palm Beach State does not support articulation agreements that encourages students to transfer before completing a degree at the College
   d. Discover any and all hidden costs to the student and incorporate them into the narrative of the agreement
   e. Assuring that the articulating institution will provide some type of tracking mechanism so that student performance can be monitored after the student has articulated.
   f. In the case of private institutions, discuss a reasonable tuition reduction be made available for students using the agreement
g. Also for private institutions, that there discuss a reasonable advantage for students to use the agreement as opposed to public institution programs of the same type.

6. After the initial meeting and any needed subsequent meetings requested, an agreement, or memorandum of understanding, will be drafted covering the issues stated above.
   a. The receiving institution puts forward the template that is to be used and the submitting institution has the right to review and alter to the needs of their institution and to the agreement of both parties. If the receiving institutions does not have a standard template for articulation, Palm Beach State can offer samples of agreements/MOU used in the past to the receiving institution.

7. The cluster, associate dean, deans, and VPAA will review the agreement draft. The VPAA will determine if Deans’ Council needs to review the agreement as well.

8. The College General Counsel will review the agreement and determine if it meets the legal standard necessary for the College.

9. Transfer agreements must correspond to Palm Beach State programs. If not, agreements cannot be made until program is modified through the curriculum process.

10. Upon Palm Beach State approval, the final draft of the agreement will be sent to the articulating institution for approval. Any revisions proposed by the articulating institution will need to be reviewed as outlined in #7 and #8 above until all revisions and counter revisions have been approved by both parties.

11. When the final revisions are made, the agreement is sent to the College General Counsel to be converted to a PDF document with a label and date stamp of approval.

12. Academic Services will work with the articulating institution to coordinate signing of the agreement by each institution’s president and any additional signees request by both parties.

13. Academic Services will file the agreement with the Florida College System, the articulating institution, and Palm Beach State.

14. The agreement will be in effect for 1-2 years with a one year extension followed by a mandatory review and signature process, unless agreed on otherwise by all parties.

15. In some cases, College Relations and Marketing (CRM) will prepare press release showcasing new agreement.

16. Academic Services will update the Transfer Agreement web site with new information.

17. CRM will update any associated program brochures related to the agreement as needed

18. Student Services personnel (Advising) will be notified by Academic Services through email with information on the new agreement.

19. Transfer agreements will be reviewed every 1-2 years for course number and other curriculum changes, and during each program review cycle.

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