



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

