

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-2.2 Internal Organization	May 29, 2024		

## **Purpose**

The purpose of this procedure is to promote a framework for the development, implementation and monitoring of policies and practices relative to College needs for interinstitutional articulation agreements.

## **Procedure**

- A. Administration – Under the supervision of the College Associate Provost, School of Liberal Arts and Sciences, the Executive Director of Dual Enrollment and Articulation shall have primary responsibility for developing cooperative educational agreements to facilitate the transfer of students to and from Florida State College at Jacksonville (FSCJ).
- B. Responsibilities – The Executive Director of Dual Enrollment and Articulation shall:
1. Lead the preparation of and make final recommendation on all proposed articulation agreements to the College Provost.
  2. Work to resolve issues of a policy nature between the College and other institutions of higher education and secondary schools.
  3. Periodically report dates pertinent to the success of articulated programs to the College Provost and appropriate Associate Provost.
  4. Forward all interinstitutional articulation agreements to the College President via the College Provost for review, approval and signature.

REFERENCES: F.S. 1001.03, 1001.64, 1001.65, 1003.493, 1007.22, 1007.23, 1007.27, 1007.271, 1007.33, 1008.38, SBE Rule 6A-10.024

Adopted Date: August 31, 1993

Revision Date: April 7, 2011, July 23, 2015, May 29, 2024

Reviewed Date: February 22, 2016