

College Operating Procedures (COP)



Procedure Title: University Center Programs
Procedure Number: 03-0702
Originating Department: Vice President, Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute 1007.22
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10;

Purpose Statement: To provide Florida SouthWestern State College (College) students with seamless educational pathways to baccalaureate and higher degrees.

Guidelines:

In accordance with F.S. 1007.22, the College has established formal agreements with regionally accredited education institutions to increase access to higher education in the College service area. The following guidelines have been established to ensure compliance with state guidelines and to avoid unnecessary duplication of programming.

- I. Partnering institutions must be designated as regionally accredited and must maintain appropriate regional accreditation status.
- II. Registered University Partners agree to avoid unnecessary duplication of program and course offerings.
- III. Registered University Partners may pursue appropriate rental/lease of College facilities in accordance with approved Board policies.
- IV. The College graduates and students are given priority for admissions and enrollment.
- V. Partnering institutions typically offer enrollment incentives to the College students and graduates in the form of tuition discount, maximum allowance of transfer credit toward the transfer degree, or waiver of fees.
- VI. Partnership programs provide additional access to students who wish to advance their academic credentials, but choose to remain in the College region.
- VII. Partnering institutions maintain responsibility for providing adequate learning resources to support instruction.
- VIII. Partnering institutions maintain responsibility for counseling and advising of prospective and enrolled students.

- IX. Registered partners are given priority for use/rental of classroom space.
- X. Registered partners are provided with recruitment access and use of on-campus space when visiting the campuses.
- XI. Registered partners are promoted through the online resources, newsletters and mailings.
- XII. Registered partners are included in recruitment initiatives hosted by the Baccalaureate and University Programs Division.

Procedures:

- I. In order to establish a partnership with the College, institutions who meet the guidelines outlined above must submit a letter of intent to the office of the Vice President, Academic and Student Affairs. The letter of intent must outline potential partnership programs, benefits to the College students, and documentation of accreditation status. Requests to become a Registered University Partner will be reviewed by the New Programs Committee, Academic Deans' Council, prior to approval.
- II. New or additional programs are reviewed, approved or denied by the College New Programs Committee. Proposed programs should not duplicate current programming or compete with currently approved partnership programs. The College reserves the right to establish a baccalaureate program for purposes of meeting district, regional, or statewide workforce needs in accordance with F.S. 1007.33. Such programs are exempt from the non-compete clause.
- III. The College and Registered University Partners enter into articulation agreements to ensure transferability of courses and programs. These articulation agreements are reviewed and updated on an annual basis and are housed in the Articulation Office and in the Baccalaureate and University Programs Office.
- IV. Requests for lease of office and classroom space are submitted through the Baccalaureate and University Programs Office pursuant to Board Policy 04-0704. Contracts are generated by the Baccalaureate and University Programs Office using form BO-025.