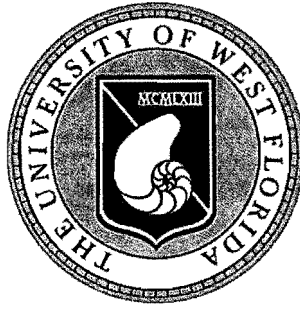


Memo

To: Board of Trustees
From: Ty J. Handy
Date: October 18, 2011
Re: NWF2UWF program Agreement – for info only

Attached is the signed Agreement for the NWF2UWF. The Agreement was signed by both presidents at a special event at the Fort Walton Beach Campus on September 23, 2011.

This is for information, only.



NWF2UWF PROGRAM AGREEMENT

Between
The University of West Florida
and
Northwest Florida State College

The University of West Florida acting on behalf of the University of West Florida Board of Trustees, a public body corporate (UWF) and Northwest Florida State College acting on behalf of the Northwest Florida State College Board of Trustees, a public body corporate (NWF) agree to the creation of a program intended to increase the awarding of associate's and bachelor's degrees in the State of Florida, entitled "NWF2UWF".

PREAMBLE

Students enrolled at NWF will be offered admission to UWF early in their academic career, in order to receive personalized and attentive transition services that will aid them in the transfer.

The University of West Florida and Northwest Florida State College agree on the following goals which form the basis of the NWF2UWF program:

- A. Expand the current model of collaboration involving NWF and UWF that focuses on student success.
- B. Increase the awareness of the types of associate's and bachelor's degree programs available to students.
- C. Increase the number of associate's degrees awarded by NWF, and in turn, the number of bachelor's degrees awarded by UWF.

UWF and NWF agree on the following objectives of the NWF2UWF program:

- A. Provide continuous outreach to high school students and other members of the community to consider higher education and support in the area of student services leading to a seamless transition to degree-seeking status.
- B. Inspire high school and community college students to pursue an associate's degree through NWF, as the first step towards a student earning a bachelor's degree.
- C. Reach out to students who may not consider themselves college-bound.
- D. Provide tailored, intensive advising to community college students that will put them on a path toward a bachelor's degree from UWF.

Therefore, in consideration of the mutual promises and conditions set forth in this agreement and in order to carry out the goals and objectives of the NWF2UWF program, UWF and NWF agree to the following terms and conditions:

I. Program Delivery

- A. UWF will appoint a fulltime Program Coordinator to manage the functions of this program to include ongoing student contact, support, and pre-major advising.
- B. The Program Coordinator will coordinate all strategies and functions necessary to the operation of the program with the NWF Dean of Enrollment Services/Registrar.
- C. Data collected in relationship to the program will be shared between the two institutions. By applying to the program, students give permission for the two institutions to share relevant information, to include, but not limited to: transcripts from NWF and other institutions the student has attended, GPA, grades, program of study, contact information, potential transfer dates, degrees awarded, and other such data as may be necessary to assist the student as needed.
- D. NWF and UWF will participate in all aspects of the program, and will share joint-coordination of the program.

II. Student Eligibility/Continued Eligibility

Students are eligible for program participation if they meet all of the following criteria:

- A. Any student enrolled in an AA degree program for the given semester will be extended an invitation to join NWF2UWF.
- B. Students may not have completed a bachelor's degree or may not be a former UWF student on academic probation.
- C. In order to maintain eligibility, students must
 - (1) Continue enrollment in at least six credits at NWF each semester (excluding summers), until they earn their associate's degree and transition to UWF, and
 - (2) Maintain satisfactory academic progress as per NWF criteria.

III. Invitation to Apply

- A. NWF will generate a list of eligible students and provide this list to the Program Coordinator at the beginning of each fall and spring semester.
- B. After the initial list is provided, subsequent lists will only include new students to NWF, who have not previously been invited to participate.
- C. The list of students will include a current mailing address for each eligible student and their NWF email address.
- D. UWF will mail a jointly drafted invitation signed by both institutions' presidents inviting students to apply.
- E. Program Coordinator will review the list of NWF students who apply to the program to ensure the eligibility criteria are met.

IV. Admission to Program

- A. Students are invited once to join the program but may choose to apply at any time. The UWF application fee is waived for participants of the NWF2UWF program.

- B. Program Coordinator generates a welcome letter. The letter includes the students' UWF ID and user ID for electronic communication with UWF.
- C. Students are directed to attend an NWF2UWF orientation session held on the NWF campus.
- D. Orientation is conducted by the Program Coordinator and designated NWF staff.
- E. Students will have all of the same UWF benefits as those available to regularly admitted students with the exception of Health and Counseling Services support and participation in NCAA sports.

V. Data Sharing and Use

- A. Program Coordinator provides NWF with a list of students admitted to the program each semester, along with program of interest at UWF.
- B. Program Coordinator verifies students' continued eligibility which requires enrollment in a minimum of six college credits each semester.
- C. Program Coordinator follows up with students who do not meet eligibility to remain in the program.
- D. Program Coordinator provides NWF with any program assessment and evaluation data that are collected.
- E. Both parties agree that they will use and maintain student records received from the other party only in furtherance of the Program and in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, as amended (20 USCA 1232g) and Sections 1002.22 and 1006.52, F.S. Further, both parties agree that they will not disclose such information to any third party except in accordance with the aforementioned laws.
- F.

VI. Marketing/Recruitment

- A. UWF develops marketing materials, print ads, radio ads, and other media materials (the "Outreach Materials") to be used in outreach to Escambia, Santa Rosa, Okaloosa and Walton County residents about the NWF2UWF program and the benefits of earning an associate's and bachelor's degree.
- B. Outreach Materials will be shared with NWF in advance, whenever possible. Pieces will not be degree specific.
- C. Program Coordinator coordinates and participates, alongside NWF, in local high school recruitment events to the extent possible.
- D. Program Coordinator coordinates and participates in other appropriately identified functions held on NWF campuses that lend to increasing awareness of the NWF2UWF program.
- E. Program Coordinator announces and holds information meetings throughout each semester which allow students and community members to learn more about the NWF2UWF program.

Program Coordinator makes appropriate presentations to local agencies, businesses, and civic organizations about the NWF2UWF program. Program Coordinator will be encouraged to include designated NWF staff in these presentations.

VII. Financial Aid

NWF2UWF students should apply for financial aid through NWF until the transition plan indicates transfer to UWF.

VIII. Contact Information

The parties hereby designate the following as their official contacts in connection with this Agreement:

FOR UWF:

FOR NWF

IX. Effective Date

This Agreement shall become effective on the date last executed by the parties below

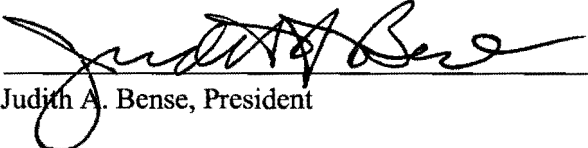
X. Termination

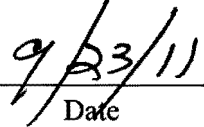
Either party may terminate this Agreement at the conclusion of each academic year and prior to the invitation of new students in September of each year. This action requires written notification to the other party at least thirty (30) days prior to the end of the academic year with the understanding that students currently being served through the program, will be allowed to complete their transition to the University of West Florida without losing any benefits of the NWF2UWF program. Any such written notices shall be sent to the official contacts named above.

EXECUTION DATE/SIGNATURES

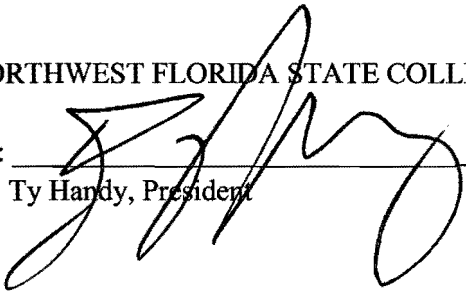
The persons executing this Agreement represent and warrant that they have the full power and authority to enter into this Agreement on behalf of the entities for which they are signing.

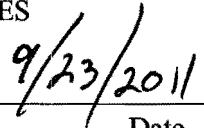
UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES

By: 
Dr. Judith A. Bense, President


Date

NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES

By: 
Dr. Ty Handy, President


Date