

ARTICULATION AGREEMENT
BETWEEN THE UNIVERSITY OF WEST FLORIDA
AND NORTHWEST FLORIDA STATE COLLEGE

WHEREAS, the University of West Florida for and on behalf of the University of West Florida Board of Trustees, a public body corporate ("UWF") and Northwest Florida State College ("NFSC") desire to accomplish an articulation agreement relating to NFSC's Bachelor of Applied Science in Project Management degree with an emphasis in Acquisitions and UWF's Master of Science degree in Administration with an emphasis in Acquisition and Contract Administration; THEREFORE,

FOR AND IN CONSIDERATION of the mutual duties and obligations set forth herein and for other good and valuable consideration, this Agreement is entered into by and between UWF and NFSC.

I. PURPOSE

The purpose of the following articulated agreement is to facilitate the following:

1. Upon compliance with the requirements set forth in Section II below, NFSC will award not in excess of six (6) credit hours of undergraduate (upper division) credit to students in NFSC's Bachelor of Applied Science in Project Management degree with emphasis in Acquisitions Program (the "NFSC Acquisition Program") who complete six (6) credit hours in required coursework for UWF's Master of Science degree in Administration with an emphasis in Acquisition and Contract Administration (the "UWF Acquisition and Contracts Program"); and
2. Upon compliance with the requirements set forth in Section III below, UWF will award not in excess of three (3) hours of graduate credit (5000 level) toward the requirements of UWF's Acquisition and Contracts Program to students who complete the NFSC Acquisition Curriculum under UWF's credit by proficiency policy as described in Section III hereof.

II. GRANTING NFSC CREDIT

NFSC will grant not in excess of six (6) credit hours of undergraduate level course work constituting required courses for NFSC's Acquisitions Program pursuant to this Agreement to NFSC students who shall complete UWF's Non-Degree Admissions application and successfully complete at least six semester hours of required coursework for the UWF Acquisition and Contracts Program. "Successful completion" shall mean maintenance of at least a 3.0 grade point average on the UWF courses.

III. GRANTING UWF CREDIT

UWF may grant not in excess of three (3) hours of graduate credit (5000 level) pursuant to this Agreement to students who are admitted to UWF's Acquisition and Contracts Program who have successfully completed twelve hours of credit at UWF in that program. Such students will be considered for admission to UWF pursuant to admissions criteria stated in the UWF Catalog governing at the time of submission of the student's application for admission. "Successful completion" shall mean maintenance of at least a 3.0 grade point on the twelve (12) hours earned at UWF.

To be considered for the grant of credit, each student will meet with his or her UWF faculty advisor to determine details of the request for credit. Each student will prepare a portfolio of undergraduate work completed in the NFSC Acquisition Program and present it to his or her faculty advisor for evaluation. At a minimum, the portfolio shall be sufficient to demonstrate competency to receive this graduate credit prior to its award.

To be considered for the grant of credit, following completion of the NFSC Acquisition Program, students must transfer directly to UWF within four (4) semesters of their last term at NFSC and maintain continuous enrollment. Continuous enrollment is defined as enrollment not interrupted by non-attendance for more than three consecutive terms.

IV. INSTITUTIONAL CONTACTS

UWF's contact for matters related to this agreement is:

Dr. Bill Tankersley: (850) 474-2338

NFSC's contact for matters related to this agreement is:

Dr. Caisson Vickery: (850) 729-6445

Either party may change their contact for matters related to this agreement by written notice to the other party.

V. UWF CURRICULUM

The current courses offered by UWF in connection with the UWF Acquisition and Contract Program are set forth in the most recent UWF Catalog. Notwithstanding anything herein to the contrary, UWF shall maintain the right to revise its course offerings and the requirements for this Program in its discretion.

Students shall complete the course work under the terms of the catalog in effect during their first registration as degree-seeking students in this degree program at UWF.

VI. TERM

This agreement shall become effective by Fall Semester, 2008. This agreement shall be renewed automatically by July 1st each year if there is no other written notification.

This agreement shall be reviewed every three years by the respective institutional contacts or their designees. This agreement may be terminated by either party with or without cause upon thirty (30) days written notice to the other party.

VII. COMPLIANCE WITH LAW

The performance under this Agreement and any amendments hereto or attachments connected herewith, shall at all times be subject to any and all applicable federal and Florida laws and regulations. This agreement shall be subject to modification in the event necessary to comply with such law and regulation. Modifications shall be in writing and signed by both parties.

VIII. PUBLIC RECORDS LAW

All parties shall allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received in connection with this Agreement. Refusal by either party to allow such public access shall be grounds for unilateral cancellation of this Agreement.

IN WITNESS HEREOF the University of West Florida, for and on behalf of the University of West Florida Board of Trustees and Northwest Florida State College have caused these presents to be executed by their duly authorized representatives.

UNIVERSITY OF WEST FLORIDA

By: Chula King
Name: Dr. Chula King
Title: Provost, University of West Florida
Date: 17 September 2008

APPROVED AS TO
FORM AND LEGALITY:
Ralph D. Lott
UWF ATTORNEY

NORTHWEST FLORIDA STATE COLLEGE

By: James R. Richburg
Name: Dr. James R. Richburg
Title: President, Northwest Florida State College
Date: 11/18/08

7164-Northwest Florida State College 9-10-08

NWFSC-UWF ARTICULATION AGREEMENT PROCEDURES

Option 1 (pre-baccalaureate):

- 1) NWFSC will identify potential students (high-performing undergraduates) for this program. (we have identified June Gibson as the NWFSC program representative that will be the 'go to' person for these students)
- 2) Student, academic department, and NWFSC Registrar will complete and submit the NWFSC-UWF Articulation Agreement Student form along with official NWFSC transcripts and unofficial transcripts from any other institution they attended (stamped 'COPY OF ORIGINAL').
- 3) Student will submit UWF online graduate application making sure to select the "Master's Program – Administration/ Acquisition and Contract Administration – NWFSC Bachelor to Master Program" as their major selection.
- 4) If accepted, student will be admitted on a provisional basis in order to complete the first two courses of the graduate degree (to be transferred back to NWFSC to complete their undergraduate program).

Students will need to have completed their Core and Area of Emphasis coursework at NWFSC to be eligible. After successful completion of the UWF graduate level courses (PAD 5635 Government Contract Law, and PAD5855 Acquisition Administration - 6 hours) the student will receive credits that can be used as elective credit for the BAS in Project Management degree at NWFSC (GEB4931 Special Topics: Acquisitions – 3 hours).

Student would not be eligible for financial aid at UWF while in the provisional status unless their bachelor's degree is posted.

- 5) Student must submit admission test score, final NWFSC transcripts with posted degree, and any other departmental admission requirement as stated in the UWF Catalog once they complete their bachelor's degree (within the first two semesters of provisional admission or however long it takes the student to complete the first two graduate courses).

Option 2 (post- baccalaureate):

- 1) Representative from NWFSC will provide UWF Graduate Admissions with a list of only the high-performing BAS Project Management graduates, along with their mailing addresses and email addresses (if possible), each term prior to the students submitting a graduate degree-seeking admission application. (Graduate Admissions will forward this list to Dr. Tankersley).
- 2) Student, academic department, and NWFSC Registrar will complete and submit the NWFSC-UWF Articulation Agreement Student form along with official NWFSC transcripts and unofficial transcripts from any other institution they attended (stamped 'COPY OF ORIGINAL').

- 3) Student will submit UWF online graduate application making sure to select the “Master’s Program – Administration/ Acquisition and Contract Administration – NWFSC Bachelor to Master Program” as their major selection.
- 4) If accepted, student will be admitted on a provisional basis due to lack of department admission requirements and graduate admission test score requirement. Or, student will be regularly admitted if they have met all of the departmental admission requirements and provided graduate admission test.
- 5) If student was provisionally admitted, student must submit admission test score and any other departmental admission requirement as stated in the UWF Catalog within the first semester of enrollment.

INTERNAL GRADUATE ADMISSION PROCEDURES

- 1) Maintain list of students provided by NWFSC representative and the NWFSC-UWF Articulation Agreement Student forms at workstation
- 2) Review online application as normal paying close attention to the major the prospective student requested.
- 3) If the prospective student requested “Master’s Program – Administration/ Acquisition and Contract Administration – NWFSC Bachelor to Master Program”, go through list of student names and forms to make sure they are on the list and we have a form on file for them.
- 4) If we have a form on file for the prospective student, change their residency information on the application to whatever is indicated by the NWFSC’s Registrar on the form (number 2), unless the student has not been enrolled in the previous 12 months, and write a note at the bottom of the application why you changed their residency status (for example, ‘changed residency status to ‘F’. Student is a part of the NWFSC-UWF articulation agreement, verified residency status with NWFSC Registrar’).
- 5) Transmit application.
- 6) You do not need to order a missing materials letter requesting transcripts for the student since the transcripts should be attached to the form, but you may need to order a missing materials letter if they are lacking graduate admission test or any other departmental admission requirement. Nor do you need to order a residency letter for the student (unless they have not been enrolled in the past 12 months).
- 7) Put form and attached transcripts in student admission file once built and give to Terry immediately.
- 8) Terry will post transcripts on RSAF as not needed except for the official NWFSC transcripts (mark as ‘P’ when the student has not received their bachelor’s degree, and ‘F’ if student has received their bachelor’s degree).
- 9) Indicate on the INFO screen that unofficial transcripts from ‘blank’ institution were accepted as official from NWFSC as part of the articulation agreement. Official transcripts will be required from these students if they change their major.
- 10) Make copies of transcripts and form and attach to data sheet to send to department for review.

11) If admission is approved, we will admit the student on a provisional basis if they are missing departmental requirements, admission test score, and/or final NWFSC transcript with degree posted. Provisional hold will be placed on student's account allowing them to register for the first semester. KEEP PROVISIONAL HOLD ON STUDENT'S ACCOUNT FOR TWO SEMESTERS INSTEAD OF ONE. This will allow the student the option to take one graduate course at a time. Or, we will regularly admit them if they have a posted degree and have met all departmental admission requirements and provided an acceptable graduate admission test score.

NWFSC-UWF ARTICULATION AGREEMENT STUDENT FORM

GRADUATE STUDENTS PART OF THE NWFSC-UWF ARTICULATION AGREEMENT ONLY

This form is to be completed by the NWFSC student, NWFSC academic department, and NWFSC Registrar prior to applying for the Master of Science in Administration-Acquisition & Contract Management program at UWF. This form is to only be used for those students associated with the NWFSC-UWF Articulation Agreement. A sealed official copy of NWFSC transcripts along with copies of unofficial transcripts from any other institution attended (which should be stamped 'copy of original') should be provided by the NWFSC Registrar's Office and attached to this form.

SECTION A - To be completed by the student *PRIOR* to applying to UWF

Student Name (print)

Social Security Number

Current Mailing Address

Date of Birth

City State Zip Code

(Area Code) Telephone Number

Semester of Application (select one):
Fall 20 _____ Spring 20 _____ Summer 20 _____

I understand that if I am not accepted into this program or I choose to change my program of study at UWF, I will need to submit a new graduate admission application and processing fee and provide original official transcripts from any other institution attended.

Signature of Student: _____ Date _____

SECTION B - To be completed by Northwest Florida State College Registrar's Office *PRIOR* to applying to UWF

Y N 1. The above named student is in good standing with NWFSC and is eligible to re-enroll.

Y N 2. This student is nominated as a high-performing undergraduate student at NWFSC for the "Pre-Baccalaureate Early Start" option for the MSA/Acquisition & Contract Administration graduate program at UWF.

Signature of NWFSC Lead Faculty, BAS Project Management _____ Date _____

Signature of NWFSC Registrar _____ Date _____

