



PSC2UWF PROGRAM AGREEMENT

Between
The University of West Florida
and
Pensacola 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 the District Board of Trustees of Pensacola State College, Florida (PSC), a Florida public educational institution operated as a part of the Florida College System 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 "PSC2UWF".

PREAMBLE

Students enrolled at PSC 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.

UWF and PSC agree on the following tenets which form the basis of the PSC2UWF program:

- A. Expand the current model of collaboration involving PSC 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 PSC and, in turn, the number of bachelor's degrees awarded by UWF.
- D. Embrace and demonstrate the value of each institution with respect to their missions, visions, and values.

UWF and PSC agree on the following objectives of the PSC2UWF 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 PSC 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 PSC2UWF program, UWF and PSC agree to the following terms and conditions:

I. Program Delivery

- A. UWF will appoint a 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 PSC Assistant Dean of Student Services.
- C. PSC and UWF will participate in all aspects of the program, and will share joint-coordination of the program.
- D. UWF and PSC agree that the purpose of this program is to facilitate the direct admission to UWF of students who have completed their studies at the associate degree level at PSC.
- E. UWF may grant an exception to students wishing to transfer prior to earning an associate's degree; however, if an exception is granted, UWF will begin reverse-transfer as outlined in section VI.

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 in any semester at PSC will be extended an invitation to join PSC2UWF.
- B. Students may not have completed a bachelor's degree or may not be a former UWF student.
- C. In order to maintain eligibility, students must:
 - a. Continue enrollment in at least six credits at PSC each semester (excluding summers) until they earn their associate's degree and transition to UWF; and
 - b. Maintain satisfactory academic progress as per PSC criteria.
- D. Students who break enrollment at PSC can be considered for re-admission to PSC2UWF at the discretion of either the UWF Program Coordinator or the PSC Assistant Dean of Student Services.

III. Invitation to Apply

- A. PSC will send an email to eligible students containing a jointly drafted invitation signed by both institutions' presidents inviting students to apply. The email will include a link to the program enrollment form and FERPA release form. The parties may work together on other methods of contacting eligible students so long as such contact is permitted under student privacy laws.
- B. Once the enrollment forms are received, PSC will review the list of PSC students to ensure the eligibility criteria are met.

IV. Admission to Program

- A. Students who are invited to join the program may choose to apply at any time.
- B. Program Coordinator generates a welcome letter to all students that met eligibility criteria. The letter includes the students' UWF ID and user ID for electronic communication with UWF.
- C. Students are considered PSC students until they have officially registered for courses at UWF, at which time they will be considered UWF students.

V. Admission to UWF

- A. Once a student is enrolled in the program, is within 15 credit hours of completing their AA, and indicates they wish to enroll at UWF, the Program Coordinator will request all necessary transcripts from PSC, enter the student into the UWF student information system, and will waive the UWF application fee (\$30).

VI. Reverse Transfer

- A. Beginning Fall 2018, all PSC students who transfer prior to completion of their associate's degree and enroll at UWF will be evaluated for reverse transfer for the awarding of the PSC associate's degree.
- B. The reverse transfer process will be handled through the National Student Clearinghouse, of which both parties will be members.
- C. Students will be required to have a minimum of 15 transfer credits from PSC along with a minimum of 75 overall earned credits on file with UWF to be considered for this option. UWF will identify all PSC students that meet the minimum criteria (outlined in VI.A) and will notify the student via the National Student Clearinghouse process to begin reverse transfer.
- D. The UWF Office of the Registrar and the PSC Assistant Dean of Student Services will evaluate the effectiveness of this process annually and recommend modification and changes to each other as needed.

VII. Data Sharing and Use

- A. The UWF Program Coordinator will provide PSC with a list of students enrolled in the program each semester, along with program of interest at UWF.
- B. PSC will verify students' continued eligibility, which requires enrollment in a minimum of six college credits each semester.
- C. The UWF Program Coordinator and PSC will work collaboratively to follow up with students who do not meet eligibility to remain in the program.
- D. The UWF Program Coordinator shall provide PSC with any program assessment and evaluation data collected.
- E. Any data collected in relationship to the program will be shared between the two institutions. By enrolling in the program, students give permission for the two institutions to share relevant information to include, but not limited to: transcripts from PSC 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.
- F. Both parties agree that they will use and maintain student information and records received from the other party only in furtherance of the PSC2UWF 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.

VIII. Marketing/Recruitment

- A. In concert with the PSC Assistant Dean of Student Services, UWF shall develop 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 PSC2UWF program and the benefits of earning a PSC associate's and UWF bachelor's degree.

- B. Outreach Materials will be shared and approved by the PSC Assistant Dean of Student Services in advance. Pieces will not be degree specific.
- C. The UWF Program Coordinator shall coordinate and participate in other appropriately identified functions held on PSC campuses that lend to increasing awareness of the PSC2UWF program.
- D. The UWF Program Coordinator will work collaboratively with PSC to conduct information meetings throughout the academic year which allow students and community members to learn more about the PSC2UWF program.
- E. The UWF Program Coordinator shall make appropriate presentations to local agencies, businesses, and civic organizations about the PSC2UWF program. The UWF Program Coordinator will invite appropriate PSC staff to these presentations.
- F. At the end of each Fall and Spring semester, UWF will execute a communication plan (with no fewer than three communications) to students not accepted for admission at UWF. These communications will notify and offer these applicants the opportunity to enroll at a Florida College System institution with a 2UWF agreement as an alternate path to admission at UWF. Students will be offered the opportunity to provide consent for their applicant information to be submitted to the Florida College System 2UWF institution of the student's choosing. This option will be offered to the residents of Escambia, Santa Rosa, Okaloosa, and Walton Counties.

IX. Financial Aid

PSC2UWF students should apply for financial aid through PSC until the transition plan indicates transfer to UWF.

X. Contact Information

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

FOR UWF:

Dr. Joffery Gaymon, Vice President for Enrollment and Student Affairs
11000 University Parkway, Building 18
Pensacola, FL 32514
Ph. 850.474.3386
jgaymon@uwf.edu

FOR PSC:

Dr. Monique Collins, Assistant Dean of Student Services
1000 College Boulevard, Building 5, Room 508
Pensacola, FL 32504
(850) 484-1552
mcollins@pensacolastate.edu

XI. Effective Date

This Agreement shall become effective on the date last executed by the parties below and continue until terminated as described herein.

XII. Termination

Either party may terminate this Agreement at the conclusion of each academic year and prior to the invitation of new students to PSC2UWF 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 PSC2UWF 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

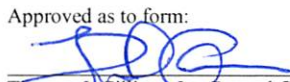
DocuSigned by:
By: Martha Saunders 12/20/2018
D541871784B... Saunders, President Date

DocuSigned by:

40C16B2F0D394B7... General Counsel

THE DISTRICT BOARD OF TRUSTEES OF PENSACOLA STATE COLLEGE, FLORIDA

By:  _____
C. Edward Meadows, President Date

Approved as to form:

Thomas J. Gilliam, Jr., General Counsel
for Pensacola State College