

PROPOSAL APPLICATION

Form No. SAAT-02

Section (s.) 1007.25(9), Florida Statutes (F.S.), and Rule 6A-14.094, Florida Administrative Code (F.A.C.), outline the requirements for Florida College System institution specialized associate in arts transfer degree program proposals. The completed Proposal Application shall be submitted by the college president to the chancellor of the Florida College System at ChancellorFCS@fldoe.org.

CHECKLIST

The proposal requires completion of the following components:

- Institution Information
- Program summary
- Program description
- Rationale for the specialized associate in arts transfer degree program length
- Coursework beyond the 60 credits required for a general associate in arts degree program
- Workforce demand and unmet need of the articulated baccalaureate degree program
- Program of study to include all predetermined performance and graduation requirements
- Articulation agreement between the college and the state university (Attach to Appendix A)
- Documented alignment between college exit and state university admission requirements
- College response to state university comments to the notice of intent
- Program implementation timeline

PROPOSING FLORIDA COLLEGE SYSTEM INSTITUTION INFORMATION

| | |
|----------------------|----------------------------------|
| Institution Name. | Click or tap here to enter text. |
| Institution Contact: | Click or tap here to enter text. |

RECEIVING STATE UNIVERSITY SYSTEM INSTITUTION INFORMATION

| | |
|----------------------|----------------------------------|
| Institution Name: | Click or tap here to enter text. |
| Institution Contact: | Click or tap here to enter text. |

PROGRAM SUMMARY

| | | |
|-----|--|--|
| 1.1 | Specialized associate in arts transfer degree program name. | Click or tap here to enter text. |
| 1.2 | Specialized associate in arts transfer degree program length (credit hours). | Click or tap here to enter text. |
| 1.3 | How will the proposed specialized associate in arts transfer degree program be delivered (check all that apply)? | <input type="checkbox"/> Face-to-face (F2F) (Entire degree program delivered via F2F courses only) <input type="checkbox"/> Completely online (Entire degree program delivered via online courses only) <input type="checkbox"/> Combination of face-to-face/online (Entire degree program delivered via a combination of F2F and online courses) |
| 1.4 | Type and name of the baccalaureate degree program to which the specialized associate in arts transfer degree program articulates (check only one). | <input type="checkbox"/> Bachelor of Science (BS) Please specify the program name below: Click or tap here to enter text. <input type="checkbox"/> Bachelor of Applied Science (BAS) Please specify the program name below: Click or tap here to enter text. |
| 1.5 | Classification of Instructional Program (CIP) code (6-Digit) of the baccalaureate degree program to which the specialized associate in arts transfer degree program articulates. | Click or tap here to enter text. |
| 1.6 | Anticipated specialized associate in arts transfer degree program implementation date. | Click or tap here to enter text. |

PROGRAM DESCRIPTION

2.1 This section will serve as an **executive summary** of this proposal. This section must include: the rationale for the specialized transfer degree program length, demand and unmet need of the articulated baccalaureate degree program in the state university's workforce area, and an overview of the program curriculum to include the proposed coursework beyond the sixty (60) credits required for a general associate in arts degree.

- Rationale for the specialized associate in arts transfer degree program length:
Click or tap here to enter text.
- Demand and unmet need of the university's articulated baccalaureate degree program:
Click or tap here to enter text.
- Curriculum and coursework beyond 60 credits for a general associate in arts degree:
Click or tap here to enter text.

WORKFORCE DEMAND AND UNMET NEED

3.1 Describe the workforce demand and unmet need of the baccalaureate degree program to which the specialized associate in arts transfer degree program articulates that incorporates, at a minimum, the shaded information from Sections 3.1.1 and 3.1.3. For proposed programs without a listed Standard Occupational Classification (SOC) linkage, provide a rationale for the identified SOC code(s). If using a SOC that is not on the CIP to SOC crosswalk, please justify why the SOC aligns with the articulated baccalaureate degree program.

Click or tap here to enter text.

3.2 Describe any other evidence of workforce demand and unmet need of the articulated baccalaureate degree program, which may include qualitative or quantitative data and information not reflected in the data presented in Sections 3.1.1 and 3.1.3, such as local economic development initiatives, emerging industries in the area, or evidence of rapid growth.

Click or tap here to enter text.

ESTIMATES OF UNMET NEED

3.1.3 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to “Worksheet Object”, and then “Open”. To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

CLICK HERE FOR INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION: If data are not available for completers in the university’s workforce area, please report statewide data. You may note these are statewide figures.

| | Demand | Supply | | Range of Estimated Unmet Need | |
|-----------------------|--------------------|------------------|---|-------------------------------|------------|
| | (A) | (B) | (C) | (A-B) | (A-C) |
| | Total Job Openings | Most Recent Year | 5-year average or average of years available if less than 5 years | Difference | Difference |
| FloridaCommerce Total | | | | 0 | 0 |
| Other Totals | | | | 0 | 0 |

SPECIALIZED ASSOCIATE IN ARTS TRANSFER DEGREE REQUIREMENTS

4.1 In accordance with Section (s.) 1007.25(9)(b)3., Florida Statutes (F.S.), except for developmental education required pursuant to s. 1008.30, F.S., all required coursework must count toward the specialized associate in arts transfer degree or the baccalaureate degree.

| Requirement Area | Predetermined and Specified Performance Requirements |
|--|--|
| General Education Core | Pursuant to s. 1007.25(3), F.S. and Rule 6A-14.0303, F.A.C., complete at least one general education core course in each of the five subject disciplines (communications, mathematics, humanities, social science, natural science) for a total of 15 credits to fulfill the general education requirement. (Note: Approved accelerated mechanisms may be used to fulfill this requirement.) |
| Institutional General Education | Pursuant to s. 1007.25(3), F.S. and Rule 6A-14.0303, F.A.C., complete the remaining 21 credits, in addition to the core, for a total 36 credits of institutional general education to fulfill the general education requirement. (Note: Approved accelerated mechanisms may be used to fulfill this requirement.) |
| Electives | Pursuant to s. 1007.25(9), F.S., complete the remaining 24 elective credits to fulfill the total 60 credits for the attainment of an associate degree. (Note: Electives should be selected by program and/or pathway and may be used to fulfill associate in arts requirements and/or baccalaureate program prerequisites. Approved accelerated mechanisms may be used to fulfill this requirement.) |
| Communication and Computation | Pursuant to 6A-10.030, F.A.C., complete 6 credits in English and 6 credits in mathematics to fulfill the assessment procedures for college-level communication and computation. (Note: Institutional general education courses and/or electives may be used to fulfill this requirement. Approved accelerated mechanisms may be used to fulfill this requirement.) |
| Foreign Language | Pursuant to s. 1007.262, F.S. and Rule 6A-10.02412, F.A.C., complete 2 years in high school or 8 college credits in the same foreign language, which may be satisfied via CLEP or challenge exam. (Note: Institutional general education courses and/or electives may be used to fulfill this requirement. Approved accelerated mechanisms may be used to fulfill this requirement.) |
| Civic Literacy | Pursuant to s. 1007.25(5), F.S. and Rule 6A-10.02413, F.A.C., complete a course (3 credits) and an assessment to fulfill the civic literacy competency requirement. (Note: Institutional or core general education courses and/or electives may be used to fulfill the course requirement. Approved accelerated mechanisms may be used to fulfill this requirement.) |
| Requirements Beyond Sixty (60) Credits | |
| Specialized Coursework | Pursuant to s. 1007.25(5), F.S. and Rule 6A-14.094, F.A.C., complete additional specified credits beyond the 60 credits required for the general associate in arts degree for admission to a baccalaureate degree program. (Note: Specialized coursework may include course-level prerequisites as part of the specialized associate in arts transfer degree program, baccalaureate degree program prerequisites, or a combination). |
| Baccalaureate Program Prerequisites | The proposing college and receiving university should consult the Common Prerequisites Manual (CPM). The CPM lists the prerequisite courses and alternatives for each university degree program. Students must complete all required prerequisites to be admitted into an upper division program. (Note: Institutional general education, electives, and/or specialized coursework may be used to fulfill this requirement.) |

5.1 Program of Study of at least sixty (60) college credits after the attainment of predetermined and specified performance requirements. For the articulated baccalaureate degree identified in Section 1.4, list all courses required by term. Include credit per term and total credits for the program. Please include the provided abbreviations in parentheses following each course title to indicate what courses fulfill the following requirements: foreign language (**fl**), civic literacy (**cl**), general education (**ge**) including core, electives (**elec**), baccalaureate degree program prerequisites (**pre**) as identified in the Common Prerequisites Manual, and additional courses (**saat**) beyond the 60 credits required for an associate in arts general degree. Please use the continued program plan on the next page, if needed.

The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

| 5.1.1 Associate in Arts Specialized Degree Program of Study | | |
|---|--------------|--------------|
| Term 1 | Course Title | Credit Hours |
| | | |
| | | |
| | | |
| Total Term Credit Hours | | 0 |
| Term 2 | Course Title | Credit Hours |
| | | |
| | | |
| | | |
| Total Term Credit Hours | | 0 |
| Term 3 | Course Title | Credit Hours |
| | | |
| | | |
| | | |
| Total Term Credit Hours | | 0 |
| Term 4 | Course Title | Credit Hours |
| | | |
| | | |
| | | |
| Total Term Credit Hours | | 0 |
| Term 5 | Course Title | Credit Hours |
| | | |
| | | |
| | | |
| Total Term Credit Hours | | 0 |
| Term 6 | Course Title | Credit Hours |
| | | |
| | | |
| | | |
| Total Term Credit Hours | | 0 |
| Program Total Credit Hours: | | 0 |

| | | |
|----------------|--|---------------------|
| 5.1.1 | Associate in Arts Specialized Degree Program of Study (Continued) | |
| Term 7 | Course Title | Credit Hours |
| | | |
| | | |
| | | |
| | | |
| | Total Term Credit Hours | 0 |
| Term 8 | Course Title | Credit Hours |
| | | |
| | | |
| | | |
| | | |
| | Total Term Credit Hours | 0 |
| Term 9 | Course Title | Credit Hours |
| | | |
| | | |
| | | |
| | | |
| | Total Term Credit Hours | 0 |
| Term 10 | Course Title | Credit Hours |
| | | |
| | | |
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| | | |
| | Total Term Credit Hours | 0 |
| Term 11 | Course Title | Credit Hours |
| | | |
| | | |
| | | |
| | | |
| | Total Term Credit Hours | 0 |
| Term 12 | Course Title | Credit Hours |
| | | |
| | | |
| | | |
| | | |
| | Total Term Credit Hours | 0 |
| | Program Total Credit Hours: | 0 |

Instructions: The completed and signed articulation agreement form, Form No. SAAT-03, must be attached to Appendix A of this completed proposal form, Form No. SAAT-02.

ARTICULATION AGREEMENT
Form No. SAAT-03

6.1 The proposed specialized associate in arts transfer degree program shall articulate into the specified state university and baccalaureate degree program below. The total credit hours must include all required courses of the associate in arts specialized transfer degree program and the articulated baccalaureate degree program.

| | | |
|--|--|---------------------------|
| College Name | University Name | Total Credit Hours |
| Click or tap here to enter text. | Click or tap here to enter text. | |
| Specialized AA Transfer Degree Program Name | Baccalaureate Degree Program Name | |
| Click or tap here to enter text. | Click or tap here to enter text. | |
| Specialized AA Transfer Degree Program Credit Hours | Baccalaureate Degree Program Credit Hours | |
| Click or tap here to enter text. | Click or tap here to enter text. | |

6.2 The specialized associate in arts transfer degree program shall include the following requirements. Please check the boxes below to indicate that the Program Plan in Section 5.1 includes the requirements below.

| | |
|--|--|
| General Education Core | <input type="checkbox"/> 15 credits |
| Institutional General Education | <input type="checkbox"/> 21 credits |
| Electives | <input type="checkbox"/> 24 credits |
| Communication and Computation | <input type="checkbox"/> 6 credits |
| Foreign Language | <input type="checkbox"/> 8 credits |
| Civic Literacy | <input type="checkbox"/> 3 credits and an assessment |

6.3 The baccalaureate degree program shall include the following baccalaureate degree program requirements for the proposed articulation agreement between the specialized associate in arts transfer degree and the baccalaureate degree program indicated in Section 1.4.

| | |
|-------------------------------|---|
| Common Prerequisites | Please list the required prerequisites and alternatives as they appear in the Common Prerequisites Manual for the articulated baccalaureate degree program. Click or tap here to enter text. |
| Admission Requirements | Please list academic GPA, test scores, fingerprints, health screenings, background checks, signed releases, and any other program admission requirements, if applicable. Click or tap here to enter text. |
| Other Requirements | Please list any other requirements that a student completing a specialized associate in arts transfer degree program may need as part of the articulated baccalaureate degree program to seamlessly transfer. Click or tap here to enter text. |

| | |
|---|--|
| College Representative Signature Click or tap here to enter text. | University Representative Signature Click or tap here to enter text. |
|---|--|

COLLEGE RESPONSE TO UNIVERSITY COMMENTS

7.1 Provide comments received from any college or state university for this proposed program. The proposing college must submit a response and include any necessary supporting documentation, if applicable.

- **Comments Received:**
Click or tap here to enter text.

- **College Response:**
Click or tap here to enter text.

PROGRAM IMPLEMENTATION TIMELINE

| | | |
|-----|--|----------------------------------|
| 8.1 | Indicate the date the Notice of Intent (NOI) was submitted to DFC. | Click or tap here to enter text. |
| 8.2 | Indicate the date the initial proposal was submitted to DFC. | Click or tap here to enter text. |
| 8.3 | Indicate the date the completed proposal was submitted to DFC. | Click or tap here to enter text. |
| 8.4 | <p>Indicate the date the proposal is targeted for State Board of Education (SBOE) consideration.</p> <p>Please note that from the date the DFC receives the finalized proposal, the Commissioner has 45 days after DFC receives a completed proposal to recommend to the SBOE approval or disapproval of the proposal. Please take into account the date you plan to submit the proposal in accordance with the next SBOE meeting.</p> | Click or tap here to enter text. |

Appendix A

Specialized Associate in Arts Transfer Degree Articulation Agreement
(Attach Completed and Signed Articulation Agreement, Form No. SAAT-03)