

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	Enter Text Here
Institution Name	Enter Text Here

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Institution Name	Enter Text Here
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PROPOSING FLORIDA COLLEGE SYSTEM INSTITUTION INFORMATION

1.1	Specialized associate in arts transfer degree program name.	Enter Text Here
1.2	Specialized associate in arts transfer degree program length (credit hours).	Enter Text Here
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: Enter Text Here <input type="checkbox"/> Bachelor of Applied Science (BAS) Please specify the program name below: Enter Text Here
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.	Enter Text Here
1.6	Anticipated specialized associate in arts transfer degree program implementation date.	Enter Text Here

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:
Enter Text Here
- Demand and unmet need of the university's articulated baccalaureate degree program:
Enter Text Here
- Curriculum and coursework beyond 60 credits for a general associate in arts degree:
Enter Text Here

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.

Enter Text Here

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.

Enter Text Here

DEMAND: FLORIDA DEPARTMENT OF COMMERCE EMPLOYMENT PROJECTIONS

3.1.1 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 DEMAND SECTION

Occupation			Number of Jobs				Education Level	
Name/Title	SOC Code	Workforce Area	*Base Year	*Projected Year	**Level Change	***Total Job Openings	FL	BLS
						Total		

*Please replace the “Base Year” and “Projected Year” headers with the years reflected in the employment projections (e.g., Base Year is 2023, Projected Year is 2031).

**Please note that the “Level Change” column in Table 3.1.1 corresponds to the “Percent Growth” employment projections data produced by FloridaCommerce.

***Please note that the “Total Job Openings” columns is preset to be divided by 8.

SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, IPEDS

3.1.2 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 SUPPLY 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.

Program		Number of Degrees Awarded					
Institution Name	CIP Code	*Most Recent Year	*Prior Year 1	*Prior Year 2	*Prior Year 3	*Prior Year 4	5-Year average or average of available years if less than five.
	Total	0	0	0	0	0	0

*Please replace the “Most Recent Year” through “Prior Year 4” headers with the corresponding years reported.

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 available years if less than five	Difference	Difference
Florida Commerce 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) 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) 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) 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.)
Communications 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.

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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
	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
<p>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.</p>

SAMPLE FORM

College Name	University Name	Total Credit Hours
Enter Text Here	Enter Text Here	
Specialized AA Transfer Degree Program Name	Baccalaureate Degree Program Name	
Enter Text Here	Enter Text Here	
Specialized AA Transfer Degree Program Name	Baccalaureate Degree Program Name	
Enter Text Here	Enter Text Here	Enter Text Here

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

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	<p>Please list the required prerequisites and alternatives as they appear in the Common Prerequisites Manual for the articulated baccalaureate degree program.</p> <p style="color: #808080;">Enter Text Here</p>
Admission Requirements	<p>Please list academic GPA, test scores, fingerprints, health screenings, background checks, signed releases, and any other program admission requirements, if applicable.</p> <p style="color: #808080;">Enter Text Here</p>
Other Requirements	<p>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.</p> <p style="color: #808080;">Enter Text Here</p>

College Representative Signature Enter Text Here	University Representative Signature Enter Text Here
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.	
<ul style="list-style-type: none"> • Comments Received: Enter Text Here • College Response: Enter Text Here 	

PROGRAM IMPLEMENTATION TIMELINE		
8.1	Indicate the date the Notice of Intent (NOI) was submitted to DFC.	Enter Text Here
8.2	Indicate the date the initial proposal was submitted to DFC.	Enter Text Here
8.3	Indicate the date the completed proposal was submitted to DFC.	Enter Text Here
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>	Enter Text Here

Appendix A

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