

**Memorandum of Understanding between  
Palm Beach State College and New College of Florida  
Guaranteed Admission Program**

**PURPOSE OF THIS MEMORANDUM**

The purpose of this Memorandum of Understanding (MOU) is to memorialize an agreement between Palm Beach State College (PBSC) and New College of Florida (NCF) to ensure qualified PBSC students are guaranteed admission to NCF upon successful completion of an Associate of Arts (AA) degree from PBSC and application for admission to NCF. Students will use a prescribed academic pathway (Pathway) while at PBSC to ensure transfer entrance to associated NCF academic areas of concentration. Each Pathway will describe the curriculum a student should complete while pursuing an AA for a specified area of study at NCF. All Pathways shall be in writing and executed by authorized representatives of PBSC and NCF and shall be incorporated into this MOU as supplemental addenda. Students eligible for the Guaranteed Admission Program (GAP) will be expected to earn an AA degree within eight (8) semesters, not to exceed thirty-two (32) months, from the time the student enrolls at PBSC as a non-high school attending student (Transfer Student), or within four (4) academic years for a dual enrolled high school student (DE Student), and maintains a minimum cumulative college GPA of 3.00.

**PURPOSE AND OVERVIEW OF THIS PROGRAM**

The primary purpose of the GAP is to increase access for intellectually engaged, high achieving students to enroll and complete degrees at both PBSC and NCF. Further, the GAP will allow more students within the State of Florida to remain in the state to pursue higher degrees of education to positively impact the state economy. These students will receive support and mentoring to guarantee their admission to NCF upon completion of an AA at PBSC. The students at PBSC will be closely monitored by NCF academic advisors to ensure proper advisement occurs for coursework necessary to transfer to NCF. All Pathway courses shall be completed prior to official enrollment at NCF; provided, the Pathway courses have been offered at PBSC during the students' enrollment. If PBSC has not offered Pathway courses during the students' enrollment at PBSC, NCF will consider reasonable alternatives on a case-by-case basis. PBSC students shall be held to the standards of each institution's Student Code of Conduct and Honors Code.

**TARGET AUDIENCE**

Any PBSC student who is interested in transferring to NCF after completing an AA at PBSC.

**COMMITMENTS FROM PBSC**

- Notify NCF Transfer Advising Office of any students that select NCF as their transfer institution at the point when students are required to select one. (Student may opt out).
- Communicate to students about NCF student engagement opportunities at PBSC.
- Advise students appropriately to ensure that necessary coursework is met for admission into NCF.
- Refer interested students to either NCF's Transfer Admissions Coordinator for Transfer Students, or freshmen admissions coordinators for DE Students for appropriate admissions advising or questions. (Student may opt out).

**COMMITMENTS FROM NCF**

- Provide regular curriculum updates to PBSC.
- Provide PBSC with data on success stories of PBSC GAP transfer students.

- Provide graduation data for GAP students commencing with the graduation of the first cohort of students transferring under this MOU.
- Invite students to attend information sessions with details on NCF's admissions process and points of contact.
- Offer in-person and on-line advising sessions for PBSC students in the GAP Program.
- Provide welcome/encouragement letter to students that have self-identified as pursuing GAP admission.
- Encourage GAP students to attend activities (academic/social programming) to make connections with NCF students.
- Admit students who have satisfied the requirements outlined herein, who apply as a Transfer student to NCF.
- Award to each PBSC student admitted to NCF one or more annually renewing scholarship in an amount consistent with NCF's scholarship guarantee programs and their established associated policies for the student's enrollment term and status as a Transfer student.
- Award the Phi Theta Kappa Scholar Award to all Phi Theta Kappa AA graduates from PBSC; subject to availability of the scholarship.
- Provide information about this GAP in denial letters to all prospective freshmen students who reside in Palm Beach County.

#### **REVERSE TRANSFER**

NCF will identify students transferring without the A.A. from PBSC, track progression, and once appropriate coursework has been completed, share student data with PBSC to allow the A.A. degree to be awarded

#### **TERM OF THIS MOU**

This MOU shall take effect on the date last signed below and remain in place for one (1) year. It shall automatically renew on an annual basis unless either institution provides the other institution written notice no later than one hundred twenty (120) days prior to the expiration of the preceding term that it wishes to terminate this MOU. If either institution fails to follow the terms and conditions of the MOU, as set forth herein, the other institution has the right to terminate this MOU immediately upon written notice. If this MOU is terminated, the status of the students matriculated, enrolled, or accepted in programs contemplated under this MOU shall not be affected.

#### **OPERATIONAL DETAILS**

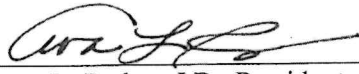
- PBSC and NCF will meet to review MOU and make appropriate amendments and/or addenda when either party identifies a need to do so.
- PBSC and NCF academic administrators will communicate annually and may meet to address the unique academic needs of both institutions. Administrators or designees will review regional academic programming needs and plans with a particular focus on baccalaureate degree offerings.
- PBSC and NCF will identify members in their respective institutions to monitor the progress of the program.
- NCF will identify an appropriate person(s) to assist GAP students in monitoring students' progress. The NCF representative will have an opportunity to meet with GAP students during scheduled Transfer Days each month
- If either institution requests a change to a Pathway, the institutions will cooperate to develop and execute a new Pathway.

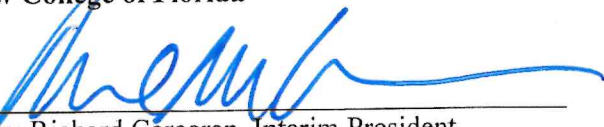
- Advertisements, press releases, flyers and other print or electronic publicity created and disseminated by each institution regarding programs or activities related to this MOU shall be approved in advance by designated representatives of both parties.
- The parties agree that this MOU and agreement will be governed and construed in accordance with the laws of the state of Florida as well as all applicable federal laws and rules and regulations of the Board of Governors and the State Board of Education; and agree to comply with same in the performance hereof.

In witness whereof, the parties hereto have caused this MOU to be duly executed and delivered by their respective officials thereunto duly authorized as of the date last written below.

**Palm Beach State College**

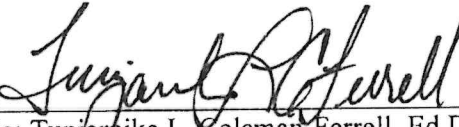
**New College of Florida**

By:   
 Title: Ava L. Parker, J.D., President

By:   
 Title: Richard Corcoran, Interim President

On: 4/26/2023

On: 4/27/23

By:   
 Title: Tunjarnika L. Coleman-Ferrell, Ed.D.,  
 Vice President of Academic Affairs

By:   
 Title: Dr. Bradley Thiessen, Provost

On: 4/24/2023

On: 4/27/23