POLICY GUIDELINES FOR

PSM STATEWIDE INITIATIVE

Between the SUS universities, Barry University, University of Miami, and Embry-Riddle Aeronautical University

These guidelines are agreed to by and between the state universities, Barry University, the University of Miami, and Embry-Riddle Aeronautical University on behalf of the Florida Council of Graduate Deans to encourage course sharing among the various universities participating in the PSM Statewide Initiative. Only courses on defined PSM programs of study and located in graduate catalogs at the universities are included in these policy guidelines.

RECITALS

Whereas, the state universities, Barry University, the University of Miami, and Embry-Riddle Aeronautical University wish to cooperate to promote Professional Science Master’s programs throughout the state to promote economic and workforce development and

Whereas, sharing courses prevents duplication of efforts, makes our PSM programs more cost effective, and takes advantage of expertise at our various universities,

Whereas, the parties wish to define the general guidelines and policies under which they will engage in this cooperative venture,

Whereas, all of the participating parties are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and offer or contribute to PSM programs that have been developed under this accreditation,

The parties agree as follows:

Article 1: Definitions

The Home university is defined as the party which has students enroll at another university for the purpose of study. Conversely, the Host university is the party which accepts a student from the other university for the purpose of study.

Article 2: Exchange of Students for the Purpose of Sharing Courses Among the Universities

A student enrolled in a PSM program at the home university may register a student at the host university for the purpose of completing coursework as outlined in the home university’s graduate catalog for the PSM program. In doing so the student will apply to the host university, pay the application fee to the host university (unless the individual university chooses to waive the application fee), and be admitted as non-degree, and thus, enrolled in the needed courses for the PSM program of study.
Students who engage in this will declare themselves to be part of the PSM initiative to both universities and must obtain approval from the graduate deans or their designees at both universities to study at the host university. Students must be in good academic standing at the home university to be eligible to attend the host university.

The student must pay the normal tuition and fees at the host university for the courses taken, unless another arrangement has been agreed to between the two universities. SCH will be claimed by the host university, the university offering the coursework the student is taking.

Students are responsible for ensuring that transcripts of their studies at the host university are sent to the home university for inclusion in the program of study. All participating universities agree that the final transcript for a graduating student will clearly specify which university taught the course and which university is awarding the degree. Further, the graduate catalog and the PSM website will specify the curriculum for those programs that share courses and further specify which host university is teaching the course. A syllabus of the course taken at the host university will be located on the PSM Statewide website at www.flpsm.org.

The graduate deans agree that in no instances will the student take more than ⅔ of their credits at the sum of all host universities in order to receive their degree from the home university. Credits taken at the host university for the purposes of completing PSM degree requirements will not be treated as transfer work since the student has obtained permission for taking the coursework prior to enrolling at the host university, similarly to what is done with work taken while a traveling scholar. Further, the student will only enroll in courses at the host universities as designated on their programs of study and as needed by the PSM program. These credits will not count as transfer work, but will need to be “transferred” into the university to appear on the home university’s transcripts. In all cases the home university will designate the host university that taught the courses on the transcript.

Visiting students shall be entitled to all academic privileges normally extended to and responsibilities normally required by students at the host university.

The degree will be earned at the home university where the student was admitted and enrolled in the PSM program.

This agreement will serve as notification to the Commission on Colleges of the Southern Association of Colleges and Schools that we agree to share courses with each other and that we will maintain integrity of the degrees, quality and accreditation compliance.

Article III: Scope of Agreement, Duration and Renewal

These guidelines may be used by the SUS and Barry University, the University of Miami, and Embry-Riddle Aeronautical University on the date of signing and beyond. The guidelines will be renewed every five years upon mutual consent of the state universities, Barry University, the University of Miami, and Embry-Riddle Aeronautical University. The guidelines will be reviewed each year to determine whether an improvement in processes is required. Any university may choose to be dropped from this
agreement or the entire agreement may be terminated upon a majority vote of participants with at least 90 days written notice. Any university that does not maintain accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools will be dropped from this agreement. Notices may be sent to the individuals and addresses indicated below:

Signed by the graduate deans at the below named universities on _____________ (date).

Patricia Bishop
University of Central Florida

Karen Liller
University of South Florida

Nancy Marcus
Florida State University

Kevin O’Shea
Florida International University

Barry Rosson
Florida Atlantic University

Chanta Haywood
Florida Agricultural and Mechanical University

Richard Podemski
University of West Florida

Michael Savarese
Florida Gulf Coast University

Henry Frierson
University of Florida

Len Roberson
University of North Florida

Terri Scandura
University of Miami

John Watret
Embry Riddle Aeronautical University

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Barry University