

June 3, 2024

Dr. Mike Sfiropoulos
Associate Vice Chancellor of Academic and Student Affairs
Division of Florida Colleges
325 West Gaines Street, Suite 1244
Tallahassee, FL 32399-0400

Dear Dr. Sfiropoulos:

It is with great enthusiasm that I submit this letter of interest and articulation agreement for your review. My name is Dr. Adam L. Selhorst, and as Executive Director, Strategic Partnerships and Alliances at Excelsior University, I understand this is the first step towards establishing articulations with institutions within the Florida College System.

Excelsior University was founded in 1971 and has been successfully providing online education to its students for over twenty years. Currently, as a not-for-profit private institution, we offer over 35-degree programs at the associate, bachelor's, and master's levels, spanning disciplines from nursing to liberal studies, and supporting working adults (75% of current students) and our nation's military and veterans (43% of current students). For a complete list of Excelsior's bachelor's degrees, see Appendix A.

We are headquartered in Albany, New York, accredited by the Middle States Commission for Higher Education, and our commitment is to advance an equitable society that provides access to education, lowers barriers to success, and creates opportunities for fulfillment and impact. To help serve our mission, we have made the ease of transferability of credits a point of emphasis for our institution.

Recently, Excelsior University was approved to offer ground/hybrid courses in the state of Florida by the Commission for Independent Education. With this approval, our goal is to support the Florida workforce by providing additional programs and coursework needed to advance careers. Additionally, we are seeking the ability to articulate with a variety of Florida institutions, to create a student experience that seamlessly allows for the transfer of prior credits and shortens the time to degree completion. One way we have made a commitment to providing affordable and accelerated degree pathways is through the development of dual enrollment. This includes a 3+1 bachelor's completion and concurrent enrollment nursing pathway. For more information about each pathway, please see Appendix B.



These pathways are designed to aid community college enrollments and revenue, while decreasing the barriers students often experience when transferring credit across institutions. Furthermore, through partnership collaboration, the Excelsior strategic partnership team member will work with the transfer coordinator at a Florida community college to build out transfer pathways where degree alignment is established.

In addition, Excelsior University has committed to maximizing the acceptance of transfer credit to ensure that students receive credit for coursework completed. These are just a few of the innovative approaches we have designed to support the needs of an adult workforce. However, these efforts are predicated on the ability to articulate with other Florida institutions, to support the Florida population and its future growth. We are committed to forming strong partnerships with educational providers to help students achieve degree completion. We also offer a tuition discount structure to partner institution students as well as their faculty and staff to further support the advancement of the workforce.

Please find attached a draft copy of our articulation agreement. If you have any questions or points for clarification, please feel free to contact me at any time. I look forward to hearing from you.

Sincerely,

Adam L. Selhorst, Ph.D., M.B.A., M.S., M.A. (he/him/his)

Executive Director

Strategic Partnerships & Alliances

Mobile: 614.260.3136

aselhorst@excelsior.edu

College of Liberal Arts and Sciences

- Business
- Liberal Arts
- Public Service
- Technology

College of Nursing and Health Sciences

- Health Sciences
- Nursing

Below is a list of all Excelsior baccalaureate degrees.

College	Excelsior Bachelor's Degrees
Business	Bachelor of Professional Studies in Business and Management
Business	Bachelor of Science in Business
Health Sciences	Bachelor of Science in Health Care Management
Health Sciences	Bachelor of Science in Public Health
Health Sciences	Bachelor of Science in Health Sciences
Liberal Arts	Bachelor of Science in Liberal Arts
Liberal Arts	Bachelor of Science in Psychology
Nursing	Bachelor of Science in Nursing
Nursing	LPN to Bachelor of Science in Nursing
Public Service	Bachelor of Science in Criminal Justice
Public Service	Bachelor of Science in National Security
Technology	Bachelor of Professional Studies in Technology Management
Technology	Bachelor of Science in Computer Science
Technology	Bachelor of Science in Cybersecurity
Technology	Bachelor of Science in Electrical Engineering Technology
Technology	Bachelor of Science in Information Technology
Technology	Bachelor of Science in Nuclear Engineering Technology

For degree specific information, please click here: <https://www.excelsior.edu/programs/>.

Dual Enrollment Programs

Excelsior University offers two dual enrollment programs to academic partner institutions. With these programs, students and graduates are simultaneously enrolled at the partner institution and Excelsior University. Participation in Excelsior University's dual enrollment programs must be mutually agreed upon by an academic partner institution and Excelsior University's partnership team.

The following dual enrollment programs are available to academic partner institutions and their students and graduates.

3+1 Bachelor's Completion Program

Excelsior University's 3+1 Bachelor's Completion Program gives graduates from our academic partner institutions the opportunity to complete additional credits with our partner and apply those credits toward a bachelor's degree with Excelsior.

Our 3+1 Bachelor's Completion program applies to any degree program offered by an academic partner institution that is appropriate for a transfer pathway to a bachelor's degree at Excelsior University.

Learners must have earned an associate degree from our partner prior to enrolling in this program and will be required to complete a minimum of 19 credits at Excelsior University before graduating with a bachelor's degree. Learners could transfer up to 101 credits from outside sources of credit into an Excelsior University bachelor's degree program.

Concurrent Enrollment Nursing Program

Excelsior University's Concurrent Enrollment Nursing Program provides students enrolled in an associate degree in nursing program at an academic partner institution the opportunity to take additional credits with that partner and apply those credits toward Excelsior's RN to BS in Nursing program. Students may participate in our Concurrent Enrollment Nursing Program until they have graduated from their associate degree in nursing program. At that time, they become enrolled only at Excelsior University.

With this program, learners begin baccalaureate coursework with Excelsior pre-licensure. This shortens the time to earning their bachelor's degree once they have earned an associate degree in nursing and have received their RN license.

Students will be required to complete a minimum of 34 credits at Excelsior before graduating with a bachelor's degree in nursing.

Benefits of Dual Enrollment



Excelsior University's dual enrollment programs offer partners, and students the opportunity to maximize the following benefits:

Partner Institutions:

Revenue Generation – Students take courses beyond those required for their associate degree requirements with a partner institution at the partner institution's tuition costs.

Students and Graduates of Partner Institutions:

Cost Savings – Dual enrollment programs lower the overall cost of degree completion. Students can complete coursework at their community college tuition rates that will be applicable to their Excelsior University bachelor's degree.

Tuition Discounts – Students will receive discounted tuition on courses taken at Excelsior University.

Waiver of Post Admission Credit Evaluation Service – Coursework submitted by the dual enrollment partner after the student's admission to Excelsior will not be subject to the Post Admission Credit Evaluation Service, and students will receive updated official evaluations displaying their progress toward degree completion.

Personalized Advising – Students will receive personalized advising to map out their education journey with Excelsior and the dual enrollment partner and receive course approvals on necessary outside sources of credit (credit not taken at Excelsior or the partner institution).

Prescribed Pathways – Students will follow prescribed pathways that identify courses they will complete with the dual enrollment partner and with Excelsior to meet bachelor's degree requirements.

Financial Aid Consortium Agreement – Students using financial aid will be eligible to participate in a federal financial aid consortium agreement. This agreement enables degree-seeking students to participate in financial aid programs while concurrently attending Excelsior University (home institution) and another accredited higher education institution (host institution).



ACADEMIC PARTNERSHIP AGREEMENT
between
EXCELSIOR UNIVERSITY
and
(ALL CAPS PLEASE, NO UNDERLINE)

THIS AGREEMENT is made as of the [redacted] day of [redacted], 202[redacted], by and between Excelsior University, a not-for-profit education corporation organized and operating under the laws of the State of New York, having its principal office located at 7 Columbia Circle, Albany, New York 12203 (hereafter referred to as “Excelsior”), and [redacted], an education corporation organized and operating under the laws of the State of Florida, having its principal office located at [redacted] (hereafter referred to as “Partner”).

Benefits Offered by Excelsior:

1. Excelsior will provide Partner graduates and employees, who have successfully completed an associate degree or a certificate from Partner, and enroll in Excelsior, after the effective date of this Agreement, and who commit to completing a minimum of fifteen (15) Excelsior course credits prior to completion of an Excelsior degree program with a special discount from its stated fees and tuition, consistent with the pricing schedules, accessible through Excelsior’s Academic Partner website. For more information, visit <https://www.excelsior.edu/partners/academic/>.
2. Updating #1 above to this language: Excelsior will provide Partner graduates and Partner employees, who enroll in Excelsior, after the effective date of this Agreement, and who commit to completing a minimum of fifteen (15) Excelsior course credits prior to completion of an Excelsior degree program with a special discount from its stated fees and tuition, consistent with the pricing schedules, accessible through Excelsior’s Academic Partner website. For more information, visit <https://www.excelsior.edu/partners/academic/>.
3. Tuition and fees are subject to change at the sole discretion of Excelsior. Excelsior will provide Partner with thirty (30) days of written notice prior to the effective date of any changes to the tuition and fee rates detailed on the aforementioned link.
4. Excelsior’s Tuition Deferral Plan is available for partnership students whose employer offers to repay some or all their tuition. To be eligible to participate in this offer, the student’s account must be in good standing with Excelsior. For more information, visit <https://www.excelsior.edu/partners/tuition-deferral>.
5. Excelsior will offer eligible Partner graduates and employees of Partner the ability to maximize their transfer credits by participating in a dual enrollment program. Dual enrollment as defined by Excelsior in this Agreement does not include K-12 students. For additional information, see Appendix A.
 - a. Dual enrollment programs promote cost savings to partner students, provide a post admission credit evaluation service waiver, provide dedicated academic advising, and provide prescribed pathways.
 - i. Dual enrollment programs offered through this Agreement include:
 1. 3 + 1 Bachelor’s Completion Program – requires completion of a minimum of nineteen (19) Excelsior course credits.
 2. Concurrent Nursing Enrollment – requires completion of a minimum of thirty-four (34) Excelsior course credits.
6. Excelsior will provide potential transfer pathways based upon Partners current program offerings. (See Appendix B)



7. Transfer guidelines and degree program requirement documents will be made available to the Partner.
 - a. Note: Because Excelsior does not accept credits in block, Excelsior reviews credits earned toward an associate degree conferred by another institution on a course-by-course basis by an Excelsior academic evaluator.
8. Partner graduates and employees will be admitted to Excelsior according to the terms in this Agreement and the policies in place at the time of admission.
 - a. To be admitted into an Excelsior degree program under this Agreement, a Partner graduate must provide documentation as outlined in Appendix C.
 - b. To be admitted into an Excelsior degree program under this Agreement, a Partner employee must provide documentation as outlined in Appendix C.
9. A dedicated Excelsior contact will be identified and shared with Partner for communication purposes such as strategy, marketing initiatives, reporting, and overall account management for the partnership.
10. A dedicated Partnership Admissions Counselor will work with applying Partner graduates and employees to assist with the application process.
11. Students, graduates, and employees of Partner are eligible to receive personalized transfer evaluations demonstrating previously earned credits at Partner and other institutions to be transferred to Excelsior.
12. Subject to Partner's policies and discretion, Excelsior will provide marketing materials to Partner to support internal promotion of partnership benefits.

Partner Contributions:

1. Subject to the Partner's policies and discretion, Partner will work with Excelsior to communicate the benefits of this Agreement to Partner graduates, new hires of the Partner, and to existing Partner employees frequently about the educational opportunities available at Excelsior.
2. Subject to the Partner's policies and discretion, Partner will facilitate introductions to Excelsior staff to build mutually beneficial relationships.
3. Subject to the Partner's policies and discretion, Partner will facilitate introductions to Excelsior staff for further exploration, understanding and collaboration on the workforce development needs of the Partner's surrounding community and pathways to meet needs.
4. Provide a dedicated contact point person for regular communication and exchange of information that is necessary to the success of the partnership.
5. Partner graduates and employees must provide proper verification of Partner relationship for the purpose of receiving tuition discounts on undergraduate and graduate degrees and certificates.

Marketing and Outreach:

1. Excelsior and Partner will identify a dedicated point person for strategic planning purposes. In addition, team members will be added as needed for degree program knowledge and support to aide in collaborative outreach and communication efforts.
2. In collaboration with Partner, Excelsior will support outreach and promotional efforts to help disseminate collaborative messaging and content that may be distributed through social media outlets (LinkedIn, Facebook, Instagram, YouTube), electronic or print publications, joint informational webinars with academic approval, and similar strategies. Examples include, but are not limited to:

- a. Excelsior will dedicate a landing page on their website to promote the partnership.
- b. Excelsior will share content with Partner to place on their website which links prospective students directly to the Excelsior landing page for tracking and outreach purposes.
- c. Excelsior will collaborate with Partner for outreach to Partner students and Partner graduates. The goal of the outreach is to provide transfer information and benefits.

General Terms:

1. Upon transferring to Excelsior, each Partner graduate and employee will meet the application and academic requirements of his or her chosen degree by:
 - a. Providing documentation for the purpose of verifying the relationship of the Partner student to the Partner enabling the Partner student to receive partnership benefits. (See Appendix B)
 - b. Completing coursework with Excelsior or through transfer from an Excelsior recognized source of credit. Excelsior student policies regarding transfer credit can be found by visiting <https://www.excelsior.edu/time-limit-on-transfer-credits>. For more information about submitting official transcripts, visit <https://www.excelsior.edu/admissions/transcripts-and-documents/>.
 - c. Completing Excelsior University's degree and program credit requirements.
2. At the time a Partner graduate and employee seeks enrollment at Excelsior, all Excelsior standards for admission as well as all other student policies published at the time will apply. This includes policies governing the recognition of transfer credits.
 - a. Grade Scale, GPA and Credit Application: <https://www.excelsior.edu/policy/grade-scale-gpa-and-credit-application/>
 - b. Admission and Enrollment: <https://www.excelsior.edu/policy/enrollment-and-matriculation/>
 - c. Transfer Credit Sources:
 - i. Transfer Credit Guidelines: <https://www.excelsior.edu/start-with-more-credit/transfer-more-credits/transfer-credit-guidelines/>
3. Federal financial aid consortium agreements enable enrolled Excelsior degree-seeking students to participate in financial aid programs while concurrently attending Excelsior (Parent Institution) and another accredited higher education institution (Non-Parent Institution). Students must be enrolled in a minimum of three (3) credit hours both at Excelsior and the Non-Parent Institution per term (total of six (6) credit hours per term). This Agreement does not guarantee an increase in the amount of financial aid a student is eligible to receive. Excelsior and/or Non-Parent Institution reserve the right to decline a student's request for a consortium agreement if, in the opinion of either institution's Financial Aid Office (FAO), the consortium agreement would be administratively prohibitive. For more information visit, <https://www.excelsior.edu/costs-and-financing/financial-aid/federal>).
4. Excelsior will provide Partner with a depiction of its logo and approved text, Partner is authorized to use such logo and text for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved by Excelsior in writing. Likewise, Partner will provide Excelsior with a depiction of its logo, and Excelsior is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by Partner. Neither party shall use or display any trademark, trade name, service mark or other intellectual property of the other party without the prior written approval of that party. The text of all references by either party to the other party in any medium, whether print, electronic or otherwise, will require the prior written approval of the other party.
5. This Agreement may be terminated by either party upon not less than sixty (60) days written notice to the other party.



6. The parties acknowledge the existence of a confidential relationship between them. To conduct the purposes of this Agreement, the parties may exchange or otherwise access or come into possession of the other party's confidential business and student information. The parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for business purposes only and must be always maintained in strictly secure conditions. Each party hereto further agrees to make no other use of the other party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents with a need to know, to inform all such employees and agents of the confidential nature of the confidential information and to require each such employee or agent to agree to retain such confidential information in confidence. Both parties understand and agree to abide by the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records.
7. Each party hereto agrees to indemnify the other, and its trustees, officers, employees and agents and shall defend and hold each other harmless from and against any and all actions, claims, lawsuits, proceedings, demands, damages, judgments, liabilities, losses, penalties, fines, costs, settlements or expenses, including reasonable attorneys' fees and other litigation expenses incurred by any indemnitee, arising from or occurring as a result of a claim brought by a third party arising through the fault, negligence, willful misconduct or other wrongdoing of the indemnitor.
8. This Agreement and any dispute arising hereunder shall be governed by the substantive law of the State of Florida without regard to any conflicts of law principles.
9. This Agreement constitutes the entire Agreement between the parties hereto regarding the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by a duly authorized representative of the parties.
10. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise), each counterpart shall be deemed an original and all of which shall constitute but one Agreement.
11. A waiver of any of the terms and conditions hereof shall not be construed as a general waiver by either party, and either party shall be free to reinstate such term and condition without notice.
12. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.

IN WITNESS WHEREOF, the parties hereto executed in this Agreement effective on the date indicated above.

EXCELSIOR UNIVERSITY

PARTNER

Signature

Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Appendix A

Dual Enrollment Programs

Excelsior University offers two dual enrollment programs to academic partner institutions. With these programs, students and graduates are simultaneously enrolled at the partner institution and Excelsior University. Participation in Excelsior University's dual enrollment programs must be mutually agreed upon by an academic partner institution and Excelsior University's partnership team.

The following dual enrollment programs are available to academic partner institutions and their students and graduates.

3+1 Bachelor's Completion Program

Excelsior University's 3+1 Bachelor's Completion Program gives graduates from our academic partner institutions the opportunity to complete additional credits with our partner and apply those credits toward a bachelor's degree with Excelsior.

Our 3+1 Bachelor's Completion program applies to any degree program offered by an academic partner institution that is appropriate for a transfer pathway to a bachelor's degree at Excelsior University.

Learners must have earned an associate degree from our partner prior to enrolling in this program and will be required to complete a minimum of 19 credits at Excelsior University before graduating with a bachelor's degree. Learners could transfer up to 101 credits from outside sources of credit into an Excelsior University bachelor's degree program.

Concurrent Enrollment Nursing Program

Excelsior University's Concurrent Enrollment Nursing Program provides students enrolled in an associate degree in nursing program at an academic partner institution the opportunity to take additional credits with that partner and apply those credits toward Excelsior's RN to BS in Nursing program. Students may participate in our Concurrent Enrollment Nursing Program until they have graduated from their associate degree in nursing program. At that time, they become enrolled only at Excelsior University.

With this program, learners begin baccalaureate coursework with Excelsior pre-licensure. This shortens the time to earning their bachelor's degree once they have earned an associate degree in nursing and have received their RN license.



Students will be required to complete a minimum of 34 credits at Excelsior before graduating with a bachelor's degree in nursing.

Benefits of Dual Enrollment

Excelsior University's dual enrollment programs offer partners, and students the opportunity to maximize the following benefits:

Partner Institutions:

Revenue Generation – Students take courses beyond those required for their associate degree requirements with a partner institution at the partner institution's tuition costs.

Students and Graduates of Partner Institutions:

Cost Savings – Dual enrollment programs lower the overall cost of degree completion. Students can complete coursework at their community college tuition rates that will be applicable to their Excelsior University bachelor's degree.

Tuition Discounts – Students will receive discounted tuition on courses taken at Excelsior University.

Waiver of Post Admission Credit Evaluation Service – Coursework submitted by the dual enrollment partner after the student's admission to Excelsior will not be subject to the Post Admission Credit Evaluation Service, and students will receive updated official evaluations displaying their progress toward degree completion.

Personalized Advising – Students will receive personalized advising to map out their education journey with Excelsior and the dual enrollment partner and receive course approvals on necessary outside sources of credit (credit not taken at Excelsior or the partner institution).

Prescribed Pathways – Students will follow prescribed pathways that identify courses they will complete with the dual enrollment partner and with Excelsior to meet bachelor's degree requirements.

Financial Aid Consortium Agreement – Students using financial aid will be eligible to participate in a federal financial aid consortium agreement. This agreement enables degree-seeking students to participate in financial aid programs while concurrently attending Excelsior University (home institution) and another accredited higher education institution (host institution).



Financial Aid Consortium Agreement

To participate in a financial aid consortium agreement, a student must be enrolled in at least one approved 3-credit hour course at Excelsior University and at least one course at the host institution per consortium term. Course approval from an Excelsior University academic advisor for courses at both institutions is needed before registering. This agreement does not guarantee an increase in the amount of financial aid a student is eligible to receive. A student may be required to pay out of pocket for courses at the host institution but will receive a financial aid refund once disbursement has occurred and payment has been filed for Excelsior University courses.

A student participating in a financial aid consortium agreement must upload the completed application through their MyExcelsior Financial Aid Online System. To submit the application, the student must notify Excelsior's Office of Financial Aid ahead of time so they can enable the uploading of the document.

Dual enrollment partner institutions are responsible for determining whether a student will be required to pay for courses with the partner upon registration or whether they will allow a deferment of payment until disbursement occurs by Excelsior University.

For more information, visit Excelsior University's Federal Financial Aid webpage and view [Consortium Agreements](#).

Next Steps

To further explore Excelsior University's dual enrollment programs and to discuss what implementation will look like, contact your partnership account manager.



NOTE: Through Excelsior’s partnership program, students are welcome to apply to and enroll in any available degree program but should note that transferability of credit may fluctuate based upon the selected degree program and outside sources of credit completed.

EXCELSIOR UNIVERSITY TRANSFER GUIDELINES

Students come to Excelsior University specifically because of its generous transfer credit policies.

Students are encouraged to check the Transfer Credit Guidelines to see if already earned credits may apply to a desired program of study (<https://www.excelsior.edu/start-with-more-credit/transfer-more-credits/transfer-credit-guidelines/>).

Excelsior partnership admissions counselors or partnership account managers may assist with questions and inquiries about incoming credits.

Partnership Admissions Counselors: (844) 843-9296

To obtain contact information for the partnership account manager, students are encouraged to visit the appropriate [partnership page](#) on the Excelsior website.

TRANSFER CREDITS FOR COURSES, TRAINING, CERTIFICATIONS, AND EXAMS:

Students may save on tuition and finish a program sooner by transferring more credits from past coursework, trainings, certifications, or college-level exams (<https://www.excelsior.edu/start-with-more-credit/transfer-more-credits/>).

Credit may be awarded for a variety of approved previous learning accomplishments, from courses and college-level exams to professional and military training, health care credentials, and industry certifications. To learn more, visit <https://www.excelsior.edu/start-with-more-credit/>.

Partnership Verification for Academic Partner Graduates and Employees

All Partner graduates and employees are required to submit verification during the application process to be coded appropriately for receiving partnership benefits.

Details

All documentation must include the student's name and at least two other forms of identifiable information, such as mailing address, date of birth, or email address, so that an Excelsior staff member identifies the correct student account and marks the partnership student account as verified. All documentation must be submitted to application@excelsior.edu.

Below are the criteria for verifying eligibility of partner benefits by student type.

For Academic Partner Graduates

Receipt of official transcripts from Partner institution will serve as verification for all academic partner graduates.

Community college, school of nursing, and two-year institutional partners must show they have earned an associate degree, certificate, or diploma to be eligible to receive partner benefits.

For Academic Partner Employees

An employee of the Partner must submit one of the following to show eligibility for receiving partnership benefits.

- A recent payroll stub, with sensitive information redacted and within two months of the Excelsior application date.
- A letter on partner/company letterhead from partner contact or supervisor of applying student stating the employee is in good standing. If letter is from the supervisor, the letter must state as such.