

DUAL ADMISSION AND CORE-TO-CORE TRANSFER AGREEMENT

MEMORANDUM OF UNDERSTANDING

SHIPPENSBURG UNIVERSITY OF PENNSYLVANIA

AND

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

RECEIVED

MAR 10 2020

Preface

This agreement is made in accordance with the Pennsylvania State System of Higher Education (PASSHE) Student Transfer Policy (Policy 1999-01-A) and General Education at State System of Higher Education Universities Policy (Policy 1993-01-A), in addition to all applicable Pennsylvania Statewide Program-to-Program Articulation Agreements approved by the Transfer Articulation and Oversight Committee (TAOC). Herein, Community College of Allegheny County (CCAC) and Shippensburg University of Pennsylvania (SU) enter into this Dual Admission and Core-to-Core Transfer Agreement to facilitate the transfer of CCAC graduates to Shippensburg University of Pennsylvania.

The purpose of the Dual Admissions Program is to enhance the relationship between CCAC students and SU. The goal of this program is to establish Dual Admissions and in the process, eliminate anxiety, and reduce attrition that is often found with transfer shock. The Dual Admission program provides CCAC students with articulated curricula and policies that lead to a bachelor's degree at SU. Students pursue their bachelor's degree through seamless enrollment from an associate degree program at CCAC through upper-division coursework at SU.

Under the Dual Admission Agreement, CCAC students will be guaranteed admission into a Bachelor's Degree program with third year (junior) status at SU on the condition that they: graduate from CCAC with an eligible Associate in Arts (A.A.) or Associate in Science (A.S.) degree in a parallel program, with a minimum cumulative GPA of 2.0; complete a Dual Admission Intent form; complete an Application for Admission to SU; and satisfy all other SU transfer requirements, **including major specific GPA and/or course pre-requisite requirements.**

In addition, SU agrees to accept general education courses embedded in the CCAC A.A. and A.S. degrees as meeting at least 27 credits of general education requirements. Additional credits may be applied to the SU General Education requirements provided that the student consults an SU transfer advisor regarding additional coursework. This Core-to-Core Transfer Agreement applies to all CCAC A.A. and A.S. degree graduates (A.A.S., A.F.A., are not included) and is not limited to students who participate in the Dual Admissions Agreement program.

To facilitate the transfer of CCAC graduates to SU in accordance with the foregoing guarantee, the parties agree to the following:

Obligations of SU

1. SU agrees that if a student satisfactorily completes the Associate of Arts or the Associate of Science Degree from CCAC and presents the appropriate transcript documentation of such to the Registrar of SU, he/she:
 - a. will receive full recognition of that degree and will have all credits applied (to a parallel program) toward the completion of a bachelor's degree; and
 - b. will be awarded a bachelor's degree after the appropriate personnel at SU have determined that the requirements for the baccalaureate degree have been completed.
2. SU agrees to waive diagnostic (or placement) testing for CCAC students who have earned a grade of "C" or better in the appropriate college level general education courses in communication and computation.
3. Although all credits in a completed associate degree will transfer, minimum grades required for subsequent courses or to meet program requirements will still apply. The transfer of D grades will be reviewed in the same

manner as the grading policy of native SU students so long as the student has earned their A.A. or A.S. degrees with a minimum GPA of 2.00. Further agreements and processes may need to be arrived at to operationalize this.

4. SU agrees to attend regularly scheduled Partner Day Programs at CCAC.
5. SU will notify the student at the time of dual admission of all entrance to major requirements. Students will be governed by the SU degree requirements in effect at the time of dual admission as long as the student maintains continuous enrollment.
6. SU agrees to create and send Dual Admission brochures that highlight the Dual Admission agreement between CCAC and SU including the benefits of enrolling in the Dual Admission program.
7. Within 30 days of receipt of the Dual Admission Intent Form, SU will send a letter of acceptance into the Dual Admission program to all CCAC students who complete the enrollment process and meet the conditions set forth in the Preface. Students must confirm their intention to matriculate at SU by **April 1st** for the fall semester, and by **October 1st** for the spring semester, and satisfy all other SU transfer requirements. CCAC students who complete a Dual Admission Intent Form will be governed by the SU degree requirements in effect at the time of enrolling in the Dual Admission program.
8. SU agrees to waive the application fee for students who apply to SU pursuant to this Agreement.
9. SU agrees to treat CCAC students in the same manner as other SU students of equal class standing when applying for financial aid and in the award and distribution of funds, subject to appropriate regulations.
10. SU agrees to support and accept a Core-to-Core Transfer Agreement as stipulated in the Preface of this agreement. Core-to-Core Transfer does not alter the requirements of the student's major field of study or its admissions standard as identified in the SU catalog.
11. SU agrees to ensure that all courses for which a passing grade (A, B, C or D) was received will transfer to SU, unless a grade of C or higher is required of native SU students.
12. SU agrees to ensure that CCAC graduates entering SU under the terms of this Agreement will go through the SU transfer process and therefore must meet all applicable SU requirements and deadlines pertaining to orientation and registration, and payment of tuition and fees. They will abide by the policies and procedures, and any revisions thereof that apply to all SU students.
13. SU agrees to work with CCAC on Program-to-Program Transfer Agreements and/or Guides that specify for CCAC transfer students the CCAC courses that satisfy major requirements for degree completion at SU.
14. SU agrees to ensure that CCAC students who matriculate under this agreement at SU have all of the rights, privileges, and responsibilities of native SU students.
15. Students will receive an official letter of admission from SU during their last semester at CCAC once CCAC has submitted transcripts with the most recent coursework and grade information. Upon receipt of the final transcripts, SU will complete an official finalized transcript evaluation. This will be completed prior to matriculation to SU.

Obligations of CCAC:

1. CCAC agrees to publicize this Agreement to prospective and current CCAC students in its promotional literature, and arrange for SU recruiters and advisors to visit CCAC and meet with prospective and current Dual Admission students.
2. CCAC representatives should direct interested students to the Dual Admission Intent Form located on SU's website. Students must apply for Dual Admission by completing the Dual Admission Intent Form. Completion of the form will automatically generate a "Thank you for your interest" email. This email will be sent to the student, to a CCAC representative, and to SU's Transfer Admissions staff. This email will serve as CCAC's notification that the student has initiated the Dual Admission process. A CCAC representative will email SU Transfer Admissions staff to confirm that the student is eligible for Dual Admission status and such status has been recorded by CCAC. Along with completing the Dual Admission Intent Form, CCAC students must also submit a current CCAC transcript to SU's Office of Admissions.
3. SU Transfer Admissions staff will contact Dual Admission students directing them to complete the Application for Admission to SU at the beginning of the academic cycle during which the student intends to enroll at SU. Although SU Transfer Admissions staff will make an effort to communicate with the student and assist with the application process, the student is responsible for completing their application for admission.
4. Students applying for Dual Admission must provide written consent for release of information from CCAC to SU necessary to facilitate the admissions process and to ensure the requirements of the program are met. Such consent will be included in the Dual Admission Intent Form .
5. Students may apply for Dual Admission as early as their senior year of high school but not later than the completion of 30 college-level credit hours at CCAC.
6. Students who have been accepted into the Dual Admission Program must enroll at SU within one year of CCAC graduation and may not attend another institution between the time the student graduates from CCAC and commencement of enrollment at SU.
7. CCAC will send an official transcript for the student at the time of enrollment in Dual Admission and at the completion of every semester thereafter. A final transcript, which shows completion of the Associate's degree, will be sent once the student completes all required courses/degree requirements.
8. Students must **meet all SU admissions requirements, including grade point average for their intended major.** Under this program and per the Pennsylvania State System of Higher Education Transfer Student Policy (Policy 1999-01-A) and TAOC agreements, students who do not complete an Associate's Degree will not be granted automatic admission to SU. Some majors require special standards and GPA requirements for admission. The SU admissions requirements will be made available to CCAC on an annual basis.
9. Students may change their CCAC or SU major at any time; however, they will be required to meet entrance requirements for the new major at the time of change. While enrolled in the Dual Admissions Program, students must notify both CCAC and SU of the change and both CCAC and SU must approve the change.

Joint Obligations:

1. To inform each other through appropriate channels within one semester prior to implementing major changes in policy or curricula that directly affect students transferring under the terms of this Agreement, and keep each other informed of any other changes of policy or curricula that affect those students. Both SU and CCAC will

review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both CCAC and SU sign the revised document.

2. To collaborate in providing students with information and academic advising about this Agreement, SU academic requirements, and the process of transferring to SU.
3. CCAC and SU jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of this transfer articulation. Mutually acceptable agreements will be arrived to grant and receive permissions to use the respective school logos in marketing materials and the acquire approval rights over marketing materials.
4. To designate a representative or representatives at each institution who will coordinate the Dual Admission and Core-to-Core Transfer Agreement between the two institutions.
5. To exchange data and documents, as permitted by law, annually that will contribute to the maintenance and improvement of this core-to-core arrangement, enhance the transfer process, enhance and extend each institution's overall student-related data assets, and promote effective cooperation between institutions. These will consist of individual and aggregate data about transfer students, including admissions information, academic progress and retention information, and reports on the results of program reviews, assessments of student learning, and decisions of curricular and other committees. The institution(s) will exchange data after obtaining appropriate permission from the students as indicated on the Dual Admissions Intent form.
6. To facilitate and support consultation and collaboration between their faculties related to this agreement, general education, degree requirements, and other academic matters.
7. To provide direct links between SU and CCAC websites.
8. The SU Office of Admissions and the appropriate offices at CCAC are responsible for identifying, and communicating to each other, changes in the policies or requirements of their respective institutions that affect this Agreement.

Mutual Terms and Conditions

1. *Term of Agreement.* The term of this Agreement shall be 5 years from [TBD] or the date of full execution by the authorized representatives of SU and CCAC, whichever date occurs [earlier/later]. This Agreement may not exceed a period of five years at which time it will be reviewed.
2. *Termination of Agreement.* Either party may terminate this Agreement at any time by written notice at least one year in advance of the effective date of termination. Should this Agreement be terminated, it is understood that the termination will not apply to students already accepted to SU or who have already completed a Dual Admissions Intent form under the terms of this Agreement.
3. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination and related procedures to ensure such based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990.

4. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern the interpretation and enforcement of this Agreement.
5. *Modification of Agreement.* *This Agreement shall only be modified in writing with the same formality as the original Agreement.*
6. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
7. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically stated in this Agreement. As to liability for damage, injuries or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement.
8. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.
9. *Confidentiality.* The parties shall protect the confidentiality of student records as dictated by the Family Educational Records and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or dictated by the terms of this agreement.

The remainder of this page left intentionally blank

The intent of both institutions to enter into this Agreement in order to facilitate the transfer of graduates from Community College of Allegheny County into Shippensburg University of Pennsylvania, and to expand their opportunities for academic success there, is indicated by the following signatures:

The undersigned representatives of the parties, Community College of Allegheny County and Shippensburg University of Pennsylvania, have executed this Agreement on the dates indicated.

For Community College of Allegheny County

For Shippensburg University of Pennsylvania



Quintin B. Bullock, DDS
President

1/23/2020
Date



Dr. Laurie A. Carter
President

Date



Stuart T. Blacklaw, PhD
Provost and Executive Vice President
for Academic and Student Affairs

1/23/20
Date



Dr. Tom Ormond
Provost and Vice President, Academic Affairs

2/5/20
Date

APPROVED AS TO FORM & LEGALITY:

University Legal Counsel

Date: _____