

DUAL ADMISSION and ACADEMIC PASSPORT TRANSFER AGREEMENT

Between

DELAWARE COUNTY COMMUNITY COLLEGE

And

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

This document replaces the previous Articulation Agreement between West Chester University of Pennsylvania and Delaware County Community College, dated June 2009.

PREFACE

Delaware County Community College (DCCC) and West Chester University of Pennsylvania (WCU) enter into this Transfer Agreement to facilitate the seamless transfer of DCCC students who have earned the Associate in Arts (A.A.), the Associate in Fine Arts (A.F.A), the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree.

There are two components to this agreement that work together to maximize the benefit to DCCC students wishing to transfer to WCU: Dual Admission Transfer component and the Academic Passport component.

Dual Admission guarantees that DCCC students will be admitted to WCU with the condition that they: graduate from DCCC with an Associate in Arts (A.A.) Degree, Associate in Fine Arts (A.F.A.), Associate in Science (A.S.), or Associate in Applied Science (A.A.S) degree with a minimum cumulative GPA of 2.0; complete an Intent to Enroll form no later than nine months and no earlier than three years before their expected matriculation date at WCU; agree to sign a new Intent to Enroll form if the major or admission date is changed from the original Intent to Enroll form; understand that prior attendance in a degree-seeking program at WCU is disqualifying; and satisfy all other WCU transfer requirements. DCCC students will be guaranteed admission to their program of choice provided they meet the program-specific requirements (pre-requisites, minimum grade point averages, etc.). Some majors may require a cumulative GPA above a 2.0 for admission to the degree program. *Guaranteed admission to the Social Work, Nursing and Athletic Training majors at WCU is not available through this articulation agreement.*

Students are guaranteed admittance to WCU with third year (junior) status if they graduate from DCCC with an Associate in Arts (A.A.), Associate in Fine Arts (A.F.A.), or Associate in Science (A.S.) degree with a minimum cumulative GPA of 2.0. They are also eligible for the Academic Passport, which recognizes general education coursework of the A.A., A.F.A., or A.S. degree and applies them to the first 45 credits of general education at West Chester University. The 45 credits include the Academic Foundations (English Composition, Mathematics, Public Speaking, and Interdisciplinary), Distributive Requirements (Sciences, Behavioral and Social Sciences, Humanities, and Arts), and Student Electives. Transcripts will

be evaluated and credits posted to the student's record on a course by course basis in order to meet necessary pre-requisites, to ensure proper advising, assist with financial aid processing, and to meet the overall 120 credit degree requirement. This applies to all DCCC A.A., A.F.A., and A.S. degree graduates (A.A.S. is not included), and is not limited to students who participate in the Dual Admission Agreement.

DCCC students graduating with an Associate in Applied Science (A.A.S.) degree are not eligible for the Academic Passport; however, WCU's general education requirements may be fulfilled before transferring by following the DCCC/WCU General Education Guide Sheet.

DCCC students graduating with an A.A.S. degree and transferring through the Dual Admission program may enter with third year (junior) status dependent upon the number of transfer credits and the appropriate sequencing of transfer courses within the Associate in Applied Science degree. Students are encouraged to make themselves aware of particular WCU degree program requirements early in their tenure at Delaware County Community College in order to facilitate a smooth transition.

High school students enrolled in DCCC's High School Dual Enrollment Pilot Program are also eligible for the Dual Admission Transfer agreement with West Chester University of Pennsylvania. Students participating in the High School Dual Enrollment program must complete the Intent to Enroll Form with DCCC's High School Dual Enrollment Admissions Office by indicating their interest to the appropriate Admissions Counselor.

Once a High School Dual Enrollment student matriculates at DCCC as a traditional student, they will become part of the Dual Admission Transfer agreement, and must adhere to the requirements outlined in this document in order to maintain eligibility. Questions should be addressed to the Office of Admissions at West Chester University.

This Dual Admission and Academic Passport Transfer Agreement become effective after fully executed by both parties.

To facilitate the transfer of DCCC graduates to WCU in accordance with the foregoing agreement the parties agree to the following:

OBLIGATIONS OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA:

1. To attend regularly scheduled Partner Day and Evening Programs at DCCC.
2. To collaborate with DCCC in creating an Intent to Enroll form and Fact Sheets to distribute upon request.
3. To invite DCCC students who have completed an Intent to Enroll form to Campus Visit events for information with WCU staff in order to facilitate smooth curricular and co-curricular integration to WCU. Information about these events is posted online for students to sign up.

4. To send an information packet one semester prior to their term of entry with a letter explaining the WCU application process to all DCCC students who complete an Intent to Enroll form. Students must complete the WCU application process, including submitting all required materials by March 1st for the fall semester, and by October 1st for the spring semester, and satisfy all other WCU transfer requirements. DCCC students will be governed by the WCU degree requirements at the time of their matriculation to WCU.
5. WCU will credit the application fee back to any DCCC student who enrolls under the criteria of the Dual Admission Transfer Agreement.
6. To ensure these students will be provided with WCU financial aid information and receive full consideration for WCU financial aid upon matriculation at WCU.
7. To support and accept the Dual Admission Transfer and Academic Passport agreements as stipulated in the Preface. Upon confirmation of an earned DCCC A.A., A.F.A., or A.S. degree and receipt of a final official transcript, WCU will make a notation about the Academic Passport on the student's degree progress report and other pertinent student records. Transfer does not alter the requirements of the student's major field of study or its admissions standard as identified in the WCU catalog.
8. To ensure that all courses for which a passing grade (A, B, C or D) was received will transfer to WCU. Courses with "D" grades will not fulfill major requirements.
9. To ensure that DCCC graduates entering WCU under the terms of this Agreement will go through the WCU transfer process and therefore must meet all applicable WCU 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, which apply to all WCU students.
10. To work with DCCC on Program-to-Program Articulation Agreements that specify for DCCC transfer students the DCCC courses that satisfy major requirements for degree completion at WCU.
11. To ensure that DCCC students who matriculate at WCU under the Dual Admission Transfer Agreement have all of the rights and privileges of other WCU students.
12. To waive placement tests for DCCC graduates, except when they pertain to foreign language placement tests for students continuing to study foreign language and are required mechanisms of demonstrated proficiency in program requirements.
13. Students with Intent to Enroll forms on file who complete the WCU application process and submit all required materials by the published deadlines (March 1st for fall semester and October 1st for the spring semester) and meet all admissions requirements, will be accommodated in capped programs.

OBLIGATIONS OF DELAWARE COUNTY COMMUNITY COLLEGE:

1. Identify the students who will be participating and assist them with completing all required paperwork for enrollment in the Dual Admission Transfer Agreement, including submission of the Intent to Enroll form no later than nine months and no earlier than three years before their expected matriculation date at WCU. Provide the students with information on the WCU admissions requirements for their specific program of study.
2. Meet with students each semester to track their progress toward completing the associate's degree and to review and revise their original Intent to Enroll form in the event they change their major or anticipated entry term at WCU.
3. Mail all Intent to Enroll forms in one packet to the Associate Director of Transfer Admissions at WCU by May 1st for candidates transferring in the spring semester and November 1st for the fall semester.
4. Notify WCU when students withdraw from the Dual Admission Transfer Agreement so records can be updated.
5. Explain all Dual Admission and Academic Passport requirements to students, including the need to send an official transcript verifying receipt of the Associate degree upon completion of their last semester.
6. Designate an individual who will be the contact at DCCC for the Dual Admission Transfer Agreement and who will work with the Associate Director of Transfer Admissions in coordinating the process.
7. Publicize this Agreement to prospective and current DCCC students in its promotional literature, and make arrangements for WCU recruiters and advisors to visit DCCC and meet with prospective and current Dual Admission Transfer Agreement students.

JOINT OBLIGATIONS:

1. To consult with each other through appropriate channels 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 WCU and DCCC will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both DCCC and WCU sign the revised document.
2. To collaborate in providing students with information and academic advising about this Agreement, WCU academic requirements, and the process of transferring to WCU.
3. To develop and implement advertising and promotional efforts to communicate the benefits of the Dual Admission Transfer Agreement.

4. To designate a representative or representatives at each institution who will coordinate the Dual Admission Transfer Agreement between the two institutions.
5. To exchange data and documents annually that will contribute to the maintenance and improvement of this Dual Admission Transfer Agreement, enhance the transfer process, and promote effective cooperation between institutions. These will consist of 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 Intent to Enroll 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 develop agreements that provide students increased opportunities for seamless transfer, to take additional courses at DCCC beyond the Associate degree and to take courses at West Chester while completing their Associate degree.

MUTUAL TERMS AND CONDITIONS

The WCU Office of Admissions, the Registrar's Office and the appropriate offices at DCCC are responsible for identifying, and communicating to each other, changes in the policies or requirements of their respective institutions that affect this Agreement.

- a. Term of Agreement. The Agreement will be in effect as of the date of its signing for a period of one year. It will be reviewed annually by the appropriate parties at each institution, and will be renewed automatically for additional one-year terms, up to a maximum of five years unless it is formally terminated.
- b. Termination of Agreement. WCU or DCCC may terminate this Agreement for any reason with ninety (90) days written notice. Either party may terminate this Agreement in the event of a substantial breach. Should WCU or DCCC terminate this Agreement, all students enrolled under the agreement at that time may continue under the terms of this agreement in order to reach degree completion.
- c. Nondiscrimination. The parties agree to continue their respective policies of nondiscrimination 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 the Americans with Disabilities Act. WCU students are protected by 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. DCCC agrees to cooperate with WCU in its investigation of claims of discrimination or harassment.

- d. Interpretation of the Agreement. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- e. Modification of Agreement. This Agreement shall only be modified in writing with the same formality as the original Agreement.
- f. Relationship of Parties. The relationship between the parties of 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.
- g. Liability. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or WCU.
- h. 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.
- i. Not a Third Party Beneficiary Agreement. This agreement is not a third-party beneficiary contract and confers no rights upon any students or employees of the parties.

This articulation Agreement covers only the associate degree programs defined within the Preface. DCCC and WCU agree to review this agreement annually by November 15 and to apprise each other of any changes to the respective programs that may necessitate a modification of this agreement.

The willingness of both institutions to enter this Agreement in order to facilitate the transfer of students from Delaware County Community College into West Chester University of Pennsylvania, and to expand their opportunities for academic success there, is indicated by the following signatures.

The undersigned representatives of the parties, Delaware County Community College and West Chester University of Pennsylvania, have executed this Agreement on the dates indicated:

For Delaware County Community College:

Jerome S. Parker 6/16/16
Jerome S. Parker, Ph.D. Date
President

Eric R. Wellington 6/18/16
Eric R. Wellington, Ph.D. Date
Acting Provost

Frances M. Cubberley 6/16/16
Frances M. Cubberley, M.S. Date
Vice President,
Enrollment Management

Grant S. Snyder 6/9/2016
Grant S. Snyder, Ph.D. Date
Vice Provost for Instructional and Student
Support Services

For West Chester University of
Pennsylvania:

Christopher M. Fiorentino 7/25/16
Christopher M. Fiorentino, Ph.D. Date
Interim President

R. Lorraine Bernotsky 6/30/16
R. Lorraine Bernotsky D. Phil Date
Provost and Vice President for Academic
Affairs

Jeff Osgood Ph.D. Date
Vice Provost

Approved as to form and legality:

Catherine A. McCormack
University Legal Counsel
PA State System of Higher Education

