ARTICULATION AGREEMENT
University of Richmond, School of Continuing Studies
and Germanna Community College

Purpose

This articulation agreement is designed to ensure that students who have matriculated at Germanna Community College can easily transition into a bachelor’s degree completion program at the University of Richmond, School of Continuing Studies. It is the intent of this agreement to ensure continuity from the community college program to the appropriate curriculum of study at the School of Continuing Studies, with maximum transferability of college credits.

Transfer Options and Requirements

Associate Degree Graduates - The School of Continuing Studies at the University of Richmond (SCS) guarantees acceptance of any student from Germanna Community College (GCC) with Associate in Arts or Associate in Science degrees who has earned a minimum grade point average of 2.0. For guaranteed acceptance, applications must be received by May 1, September 1 or January 1, for the succeeding term. This guarantee assumes that there are no other factors in a student’s academic or personal record that might prevent acceptance to programs in the SCS. Transfer students from GCC will be required to complete any unfilled SCS general education requirements. (Note: The GPA earned at GCC does not transfer, only the academic credits. When calculating eligibility for General Honors at graduation, only academic grades earned in the SCS program will be considered, in accordance with University policy.)

Early Admission – Although applicants are strongly encouraged to complete their associate degrees at Germanna Community College, completion of a degree is not a mandatory requirement for admission into a bachelor’s degree program in the School of Continuing Studies. Students can apply for admission and request that official transcripts be reviewed for possible transfer credits at any point in their college career, provided a cumulative grade point average of 2.0 has been maintained. After 30 credits are completed toward the AAS, early consultation with a School of Continuing Studies advisor or the program director of the intended degree program is strongly recommended, so that all courses taken by the student meet the requirements of the specific bachelor’s degree.

Guaranteed Dual Admission - Additionally, students have the option of guaranteed dual admission to the School of Continuing Studies at the time of matriculation at Germanna Community College. It is the purpose of this option to form a path of seamless education for students completing associate degree programs at GCC leading to preparation for transfer as upper-division students to
undergraduate general education courses. Counseling from the SCS is strongly advised early in the GCC transfer program.

Catalog Requirements for Graduation

Students who are accepted early, including those accepted through guaranteed dual admission, at the School of Continuing Studies, University of Richmond, are subject to the SCS catalog requirements in effect at the time of enrollment in the initial course taken at the University of Richmond. Note: The University of Richmond specifically reserves the right to change requirements for any major, minor and/or program and to implement them during any particular year.

Faculty Collaboration

The SCS/UR and GCC agree that the faculties and staffs of the two institutions will work together to maintain a course-by-course evaluation of all courses in the Associate in Arts or Associate in Science degree programs at GCC and the Bachelor of Liberal Arts and Bachelor of Applied Studies programs at SCS. Likewise, GCC faculty and advising staff will encourage prospective SCS transfer students to meet the spirit and content of the SCS general education requirements to the greatest extent possible, including enrollment in appropriate liberal arts courses pertinent to graduation requirements at the University of Richmond. The School of Continuing Studies will assume the responsibility for keeping appropriate staff at GCC apprised of pertinent information with regard to all SCS academic programs.

Announcement of Availability of Articulation Agreement

Germanna Community College agrees to support this articulation agreement with the University of Richmond, School of Continuing Studies by indicating the relationship in appropriate literature and through the GCC web site. The SCS will also make this agreement known in appropriate materials pertinent to students from Germanna Community College.

Effective Date of Agreement

This articulation agreement will be implemented immediately upon execution of all signatures below and will remain in effect until terminated by either party, provided written notice is given to the other party of the intention to terminate. Such notice shall be effective only if given 180 days prior to the intended date of termination. Upon termination, the agreement will remain in effect for two (2) additional academic years to accommodate those students currently pursuing the articulation program.

Dr. James L. Narduzzi, Dean
University of Richmond/SCS

Dr. Frank S. Turnage, President
Germanna Community College

Date

Date
Operating Policies and Procedures

Germanna Community College
transition to the
University of Richmond
School of Continuing Studies

Guaranteed Dual Admission Program

March 2006
1. Students who are accepted early through guaranteed dual admission, at the School of Continuing Studies, University of Richmond, are subject to the SCS catalog requirements in effect at the time of enrollment in the initial course taken at the University of Richmond, School of Continuing Studies.

2. Once admitted, Germanna Community College students in the Guaranteed Dual Admission Program will have access to orientation and advising at the School of Continuing Studies, University of Richmond.

3. SAT and/or ACT scores are not required of students in the GCC Guaranteed Dual Admission Program; however, all transfer courses accepted by the School of Continuing Studies must have earned a grade of “C” (2.0) or better, and must have been taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course work was completed.

4. Students whose native language is not English, or whose collegiate level or secondary level instruction was not English, must also earn a score of at least 500 on the paper-based or 213 on the computer-based Test of English as a Foreign Language (TOEFL) before admission to or enrollment in the University of Richmond, School of Continuing Studies. The University may require an additional evaluation for language proficiency through testing or individual interviews for students with TOEFL scores near the minimum score. Information on the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jersey 08541 or www.toefl.org.

5. Upon completion of the Associate’s Degree at GCC, Guaranteed Dual Admission Program students will be eligible for scholarships and other tuition assistance available for students entering the School of Continuing Studies, University of Richmond.

**Responsibilities of Germanna Community College and University of Richmond/SCS**

For students to be successful in the Guaranteed Dual Admission Program, each entity must assume certain responsibilities in order to establish a seamless model of transition from the community college to the university. This will only be accomplished with a program of staff and faculty development, infrastructure support, and continuous improvements resulting from evaluation and self-improvement efforts.

Responsibilities that will guarantee success of the program include:

1. Training and education of faculty, support staff and advisors to work with students in the program.

2. Support services to students enrolled in the program:
6. GCC will promote this program on all appropriate college information sites, including the College website.

7. UR/SCS will promote this program on all appropriate college information sites, including the University website, as appropriate to the Richmond area.

8. GCC will complete all paperwork necessary to facilitate degree completion from the School of Continuing Studies, University of Richmond.

9. GCC will maintain on-going communications with the UR/SCS Off-campus Programs Coordinator and advisors concerning curricular changes and other pertinent information.

10. The SCS will make applications forms, transfer information and SCS Evening College Catalogs available to GCC students through the University of Richmond website.

11. The SCS will provide eligible students with current transfer procedures, financial aid, registration, tuition and fee payments, and deadlines through the University website or through printed materials.

12. The SCS will generate letters to students upon acceptance of the Letter of Agreement and generate follow-up letters regarding status, program changes, and other updates.

13. The SCS will assist students who accept the offer of admission with orientation, registration, and advising prior to enrollment. (SCS)

14. The SCS will advise GCC on the status of Guaranteed Dual Admission Program students until graduation or for a period not to exceed five (5) years.
Guaranteed Dual Admission Program
STUDENT LETTER OF AGREEMENT

Name of Community College: 

Student Name: 

Student Address: 

Student Phone Number: ( )
E-mail: 

I hereby declare that I plan to pursue a baccalaureate degree in the School of Continuing Studies at the University of Richmond through this Guaranteed Dual Admission Program. I understand that my admission to the School of Continuing Studies, University of Richmond is contingent on my meeting the responsibilities listed below, and if I fulfill these responsibilities, I will be guaranteed admission to the School of Continuing Studies, University of Richmond.

- I will maintain regular contact with the GCC advisor or the SCS Site Coordinator for the UR/SCS (located on the GCC campus).
- I will request that the GCC advisor or SCS Site Coordinator submit my program of study and an original signed Letter of Agreement to the School of Continuing Studies, University of Richmond, following a review with my GCC advisor.
- I will complete all necessary requirements for the Associate Degree, including any prerequisites needed to matriculate to the SCS.
- I will become familiar with all admissions and degree requirements for the School of Continuing Studies, including minimum grades and overall Grade Point Average (GPA) requirements, as listed in the agreement and in the SCS Evening School Catalog.
- I recognize that admission to UR/SCS is not guaranteed if my overall GPA falls below 2.0. **Further, application to the UR/SCS is in no way connected to application for other Schools within the University of Richmond.**
- I will communicate any changes in my program of study to the GCC advisor, including changes in full- or part-time status, and continuation in the program.
- In the semester prior to completion of the Associate Degree, I will submit my admissions application to the UR/SCS by March 1, submit official transcripts of all accredited schools attended, and a copy of the previously signed Letter of Agreement to the UR/SCS Office of Student Services.

Signed: ___________________________ Date: ________________
Student

Signed: ___________________________ Date: ________________
GCC Advisor

Signed: ___________________________ Date: ________________
UR/SCS Representative
Community College must be passed with a grade of C (2.0) or better.

Remedial, developmental, and/or certain occupational/technical courses will not be counted for academic credit in transfer but may be counted in the grade point average established for transfer.

Section III: Publication of Requirements

Germanna Community College shall include in its official online catalog a description of this program and necessary requirements. The School of Continuing Studies catalog in effect at the time of the student’s initial enrollment in the SCS shall govern requirements for the baccalaureate degree, provided that he or she has had continuous enrollment in the SCS program. The School of Continuing Studies shall list and update the requirements for each baccalaureate degree program and shall publicize these requirements for use by staff, faculty and students at Germanna Community College.

Section IV: Effective Date

The terms of this document shall be effective upon the date of approval of the attached Articulation Agreement by both institutions and shall be evaluated annually.

Section V: Approvals

This document serves as a supplement to the Articulation Agreement: University of Richmond, School of Continuing Studies and Germanna Community College. Approval of the Articulation Agreement includes acceptance of the Operating Policies and Procedures for the Guaranteed Dual Admission Program.