

**GUARANTEED ADMISSION AGREEMENT
RAPPAHANNOCK COMMUNITY COLLEGE
AND
CHRISTOPHER NEWPORT UNIVERSITY**

Christopher Newport University (CNU) and Rappahannock Community College (RCC) recognize the need to facilitate the transfer of students from RCC to CNU as they pursue their educational goals. In an effort to ease the transfer process and to promote the closer coordination of academic courses, programs and degrees offered by our institutions, we do hereby enter into this Guaranteed Admissions Agreement (GAA).

General Provisions

CNU guarantees that as many as fifteen (15) RCC students who meet all requirements in the eligibility section of this agreement will be granted admission to CNU each academic year. Students who enroll at CNU under this agreement may expect the following:

- A. Courses that are accepted by CNU will be applied to the attainment of the baccalaureate degree, not to exceed 60 hours.
- B. Although CNU can guarantee the acceptance of all transferable credits earned from the Associate in Arts and Sciences (AA&S) degree program from RCC and will accept the student with junior standing, CNU cannot guarantee that the student will be able to complete all requirements for graduation within the 120-credit minimum required for graduation at CNU. The student will be informed by CNU at the time the offer of admission is made for his or her intended major if there are any course requirements that would require credit hours beyond the minimum 120 credits needed for graduation from most of CNU's undergraduate programs. Some few of CNU's baccalaureate programs require more than 120 semester hours of credit.
- C. Acceptance in some degree programs at CNU is competitive; acceptance into CNU does not imply admission to these programs without further acceptance by the department or other unit offering the program. Students participating in this admission agreement should follow all special college and/or departmental application procedures and deadlines, as well as earn the grade point requirements listed in the CNU catalog for native CNU students.

- D. Completion of an AA&S degree at RCC will satisfy all CNU general education requirements, except for certain lower-level and upper-level program requirements which also apply to all students.
- E. RCC students must use the *CNU Catalog* in effect for the year they enroll at CNU for all degree requirements other than the general education requirements that are allowed in the *CNU Transfer Guide*.

Eligibility

Only RCC students who meet the following criteria are eligible for Guaranteed Admission: 1) are degree seeking at RCC and have formally applied to graduate in an RCC AA&S College Transfer degree program; 2) have a minimum RCC curricular GPA of 3.5 at the time of their receipt of the AA&S degree from RCC; and 3) have been elected to membership in Phi Theta Kappa. Dual enrollment, AP and IB courses may be used to meet the AA&S requirements if the courses are acceptable for credit at CNU. If more than 15 applicants meet all criteria, acceptance under this GAA will be granted to the 15 students with the highest grade point averages.

Benefits of the GAA for Rappahannock Community College Students

1. Waiver of the CNU application fee.
2. Guaranteed admission to CNU without competing in the application pool.
3. Guaranteed acceptance of transfer courses that meet the requirements of this agreement.

Responsibilities of Rappahannock Community College

1. Disseminate accurate information to RCC/CNU transfer program students regarding the general conditions of this articulation agreement. Those provisions include the conditions for guaranteed acceptance to CNU and notification that acceptance to the university does not guarantee acceptance to any particular major field of study.
2. Provide academic advising services to assist RCC students in choosing courses that will best prepare them for their intended major at CNU. The RCC Student Services Division will train faculty advisors to provide appropriate and accurate advising services related to students' plans to apply to CNU.
3. Provide copies of Letters of Intent to CNU Office of the Registrar (Transfer Admissions) at the time of receiving the letter of intent.

4. Annually, initiate the review and update of the “RCC Program Advising Guide for Selected CNU Majors.”
5. Notify the appropriate individual at CNU when situations arise that warrant RCC faculty and CNU faculty interaction to address advising or curricular issues.
6. Collaborate with CNU to promote the articulation agreement among prospective and current RCC students.

Responsibilities of Christopher Newport University

1. Provide RCC with course equivalent information regarding RCC courses and CNU equivalent courses. An annual review will be conducted to insure that this information is shared with RCC on a timely basis.
2. Disseminate accurate information to prospective transfer students regarding the general conditions of this articulation agreement. Those provisions include the conditions for guaranteed acceptance to CNU, and notification that acceptance to the university does not guarantee acceptance to any particular major field of study.
3. Provide academic advising services at CNU to GAA students after the qualified students apply to CNU.
4. Notify the appropriate individual at RCC when situations arise that warrant RCC faculty and CNU faculty interaction to address advising or curricular issues.
5. Collaborate with RCC to promote this articulation agreement among prospective and current RCC students.

Responsibilities of the Student

1. Complete and sign a *Guaranteed Admission Agreement Letter of Intent* form
 - A. It is primarily the responsibility of students who choose to pursue this articulation agreement to know and understand the requirements for an RCC AA&S degree, as well as degree requirements and the specific requirements for their intended major at CNU.
 - B. The student will review the GAA and the intended program of study at CNU and will sign a letter of intent to enroll at CNU. The letter of intent is valid for three years after being signed. Due consideration will be given to extension requests.
 - C. A student must contact the transfer counselor at RCC for approval before initiating changes in his or her program of study.

- D. A student must obtain the AA&S degree with a cumulative grade point average of 3.50 on a four-point scale. A minimum grade of “C” must be obtained in each course the student wishes to transfer. Eligible transfer students must provide transcripts from any other institutions attended.
2. Meet minimum grade criteria and, when possible, prerequisites for courses in specific programs at CNU.
 3. Notify the RCC transfer counselor if participation in the GAA is to be terminated.
 4. Submit the RCC/CNU GAA Application for Admission to the Office of Transfer Admissions. Request that all previously attended colleges/universities submit an official transcript to CNU’s Office of Transfer Admissions (by March 1 for the following fall semester, and by November 1 for the following spring semester). NOTE: The ability to start at CNU in the spring term is subject to space availability.
 5. Students not eligible for admission under this agreement may apply for admission under the regular transfer admission criteria.
 6. CNU reserves the right to admit additional students under this agreement.

Maintenance Provisions

1. When an articulation agreement is made involving a specific program, addenda will define further the specific details affecting students who enroll in that academic program.
2. RCC will designate officials who will be responsible for all aspects of the articulation program at RCC. CNU will designate individuals responsible for all aspects of this articulation agreement at CNU.
 - Representing CNU will be the Provost of the University and the Vice-President for Student Services or their designees.
 - Representing RCC will be the Vice President of Instruction and Student Development and the Dean of Student Development or their designees.
3. Both parties are to communicate the conditions of this agreement to their respective clientele (external and internal constituents). RCC and CNU will review this agreement every three years and make adjustments or amendments as deemed appropriate to maintain the integrity of each institution as well as for the improvement of the transfer process and student articulation. Such changes

will not adversely affect students who have signed the letter of intent to enroll at CNU.

4. This articulation agreement will remain in effect until terminated by either party upon written notice to the other party of an intention to terminate. Such notice should be given at least one year in advance of the effective date of termination, and students who entered under the agreement may take advantage of its terms for two years after termination becomes effective.

Approval granted by:

Elizabeth Hinton Crowther, President
Rappahannock Community College

Paul Tribble, President
Christopher Newport University

Date

Date