

# **GUARANTEED ADMISSION AND REVERSE TRANSFER AGREEMENT**

## **Rappahannock Community College and Christopher Newport University**

Christopher Newport University (CNU) and Rappahannock Community College (RCC), recognizing the need to facilitate the transfer of students from the community college to Christopher Newport, resolve to adopt a Guaranteed Admission and Reverse Transfer Agreement (GA/RTA). Christopher Newport agrees to provide special opportunities to aid RCC students in experiencing a smooth transition.

RCC students who do not meet the terms described in this agreement may apply under the regular transfer admission process and will be considered for admission -- although admission via the normal transfer admission path is not guaranteed.

Rappahannock Community College students who are enrolled in the transfer associate degree program while enrolled in high school are not eligible for admission to Christopher Newport under the terms of this guaranteed admission agreement. If such students seek admission to Christopher Newport, immediately after high school graduation, these students must apply as new freshmen and will be considered on an equal basis with all other freshman applicants. If such students continue enrollment at RCC beyond high school graduation, these students will be eligible for admission under this guaranteed agreement. Regardless of the path of admission, no distinction will be made by Christopher Newport regarding college courses applicable to the transfer-oriented associate degree that are taken through dual enrollment arrangement(s) with high schools.

### **Definitions**

“Transfer-oriented associate degrees” refers to VCCS Associate of Arts, Associate of Science, and Associate of Arts and Sciences degrees. This includes VCCS General Studies associate degrees that have been approved by the State Council of Higher Education for Virginia (SCHEV) as transfer degrees according to the State Policy on Transfer (see website at <http://www.schev.edu/docs/default-source/students-section/Transfer/statepolicyontransfer.pdf?sfvrsn=2>).

“RCC-GA/RTA student” refers to a student who is enrolled in a transfer-oriented degree program at RCC and intends to transfer to Christopher Newport immediately after their enrollment at RCC ends (typically a fall or spring semester) and who has earned a cumulative

grade point average (GPA) of 3.0 or higher on a four-point scale as demonstrated on the RCC transcript.

“Reverse Transfer” refers to RCC students who transfer to Christopher Newport prior to earning their associate’s degree at RCC. Credits completed at Christopher Newport will be transferred back to RCC and used to satisfy outstanding degree requirements for the associate’s degree. Credits earned at Christopher Newport will only be counted once toward the student’s overall degree requirements.

### **Guaranteed Admission Conditions**

Acceptance into some degree programs at Christopher Newport is competitive; thus guaranteed admission into the University does not imply admission to these programs without further acceptance by the program or department offering the program.

Credit for Advanced Placement, International Baccalaureate, College Level Examination Program, military training/experience, or other forms of credit for prior learning will be determined based on Christopher Newport equivalent courses and standards. Specific information is available at the following website: <http://cnu.edu/registrar/transfer/>

### **Guaranteed Admission Benefits**

Christopher Newport will provide RCC with specific program planning maps to aid with advising and to assist students in their selection of RCC courses prior to transfer to Christopher Newport.

Christopher Newport’s Transfer Admissions and Enrollment staff members will connect students with departmental advisors for advice and information on meeting requirements for various University majors.

The Transfer Admission Application Fee will be waived for students who qualify under this agreement.

RCC-GA/RTA students will be given priority consideration for University transfer housing.

RCC-GA/RTA students will have administrative assistance with registering for their first semester of courses at Christopher Newport.

Christopher Newport will provide feedback and tracking data to RCC on performance of GA/RTA students at CNU, including credits presented and accepted in transfer, Christopher Newport courses attempted and completed, cumulative GPA, major, graduation date, and

comparisons with other student populations. The specific data elements and the timing of the report will be determined by Institutional Research staff from RCC and CNU.

### **Options for Admission to Christopher Newport under the GA/RTA**

RCC-GA/RTA students may be guaranteed admission to Christopher Newport under two different paths.

Students may enroll at Christopher Newport via the guaranteed admission path under Transfer Associate Degree Guaranteed Admission Option or the Reverse Transfer Option.

#### Option 1: Transfer Associate Degree Guaranteed Admission Option

For guaranteed admission to Christopher Newport under this agreement, RCC students must graduate from a transfer-oriented degree program with a cumulative grade point average (GPA) of 3.0 or higher on a four-point scale as shown on the RCC transcript and submit an official RCC transcript demonstrating completion of the transfer associate's degree to the CNU Transfer Admission and Enrollment Office.

In addition, GAA students must have earned a grade of "C" or higher in each community college course applicable to the transfer-oriented associate degree program.

GAA students must also submit their 'letter of intent' during the first week of their last semester of enrollment at RCC. (Additional information regarding the "Letter of Intent" is available at the following CNU website: <http://cnu.edu/admission/transreadmit/transfer/gaa.asp>)

1. Completion of the transfer-oriented degree program will guarantee completion of the Christopher Newport general education component of the undergraduate curriculum with the exception of the Second Language Literacy Requirement.
  - a. The Second Language (foreign language) Literacy Requirement may be met in one of the following ways:
    - i. Transfer of 201 or higher level foreign language course or
    - ii. Completion of a 200-level or higher foreign language course at Christopher Newport. Note that three (3) years of high school language study (in the same language) or a 102-level foreign language course is a prerequisite for a Christopher Newport 200-level foreign language course.
2. Christopher Newport will guarantee the acceptance of all transferable credits earned from the transfer-oriented associate degree program. RCC students who complete the transfer associate degree will be guaranteed a minimum of 60 credits and a maximum of 66 credits. At Christopher Newport, junior-standing is defined as 60 earned credits.

3. Because of course prerequisites, curricular requirements and/or student changes to his/her major(s), Christopher Newport cannot guarantee that all students will be able to complete all requirements for graduation within the 120-credit minimum required for graduation. Christopher Newport staff members will inform GA/RTA students at the time of enrollment if there are additional course requirements beyond the 120 minimum semester hours needed for graduation. Such courses will be specified in writing at that time.

RCC students who do not meet the GAA eligibility requirements listed above are eligible to apply for admission to CNU but will not be guaranteed admission under this agreement.

#### Option 2: Reverse Transfer Option -- Enrollment in Transfer Associate Degree Program

An associate's degree is an important milestone in a student's education and can also be a significant credential for the student's resume. Students who transfer to Christopher Newport from RCC without completing all requirements for the associate's degree may utilize CNU courses as part of the 'reverse transfer' process.

This second option applies to RCC-GA/RTA students who are enrolled in a transfer-oriented associate degree program who seek to transfer to Christopher Newport prior to completion of the transfer associate's degree. For guaranteed admission to Christopher Newport under the Reverse Transfer portion of this agreement, RCC students must be enrolled in a transfer-oriented degree program with a cumulative grade point average (GPA) of 3.0 or higher on a four-point scale as demonstrated on the RCC transcript.

RCC students will have earned a minimum of 15 credits at RCC prior to transfer to Christopher Newport.

In addition, RTA students must have earned a grade of "C" or higher in each community college course applicable to the transfer-oriented associate degree program.

RTA students must also submit their 'letter of intent' prior to application to Christopher Newport. (Additional information regarding the "Letter of Intent" is available at the following CNU website: <http://cnu.edu/admission/transreadmit/transfer/gaa.asp>)

Students seeking admission under this option should expect the following:

1. Christopher Newport staff will collaborate with RCC staff to provide tentative degree evaluations based on the student's enrollment in the transfer-oriented associate's degree program at RCC with the intent to transfer to Christopher Newport.
2. Program planning maps will be provided to assist RCC counselors in preparing GA/RTA students for transfer to Christopher Newport.

3. Christopher Newport staff will collaborate with RCC staff to identify potential course equivalents so that the GA/RTA student may choose courses which will serve as degree progress at both schools.
4. When students transfer to Christopher Newport prior to completing all degree requirements at RCC, Christopher Newport staff will coordinate with RCC staff to identify CNU courses which will also satisfy those outstanding degree requirements at RCC so that those CNU courses will transfer back to RCC for conferral of the associate degree.
  - a. Prior to enrollment at Christopher Newport each semester, CNU staff will coordinate with RCC to evaluate potential CNU courses which will fulfill requirements for the RCC associate's degree.
4. The Second Language (foreign language) Literacy Requirement may be met in one of the following ways:
  - a. Transfer of 201 or higher level foreign language course from RCC or
  - b. Completion of a 200-level or higher foreign language course at CNU. Note that three (3) years of high school language study (in the same language) or a 102-level foreign language course is a prerequisite for a CNU 200-level foreign language course.

RCC students who do not meet the RTA eligibility requirements listed above are eligible to apply for admission to CNU but will not be guaranteed admission under this agreement.

### **Review of the Agreement**

RCC will designate officials who will be responsible for all aspects of this agreement. The Vice Provost for Enrollment and Student Success will be responsible for this agreement at Christopher Newport.

Christopher Newport University and Rappahannock Community College will review this agreement every three years to make adjustments as deemed appropriate to maintain its integrity and for the improvement of the process. Changes will not adversely affect students already enrolled under the provisions of the existing agreement.

This agreement will remain in effect until terminated by either party upon written notice. Such notice should be given one year in advance of the date of termination; students who entered under the existing agreement may take advantage of these terms for two years after termination becomes effective.

---

Elizabeth Crowther  
President  
Rappahannock Community College

---

Paul S. Tribble, Jr.  
President  
Christopher Newport University

---

Date

---

Date