

## **TRANSFER AGREEMENT WITH GUARANTEED ADMISSION BETWEEN LONGWOOD UNIVERSITY AND THE VIRGINIA COMMUNITY COLLEGE SYSTEM**

In accordance with the Virginia State Policy on Transfer, the Virginia Community College System (VCCS) and Longwood University (LU) recognize the need for and importance of facilitating the transfer of students from one institution to the other as they pursue their educational goals. The VCCS and LU enter into this agreement to provide all students an opportunity for guaranteed admission to the university. VCCS students who do not meet the requirements described herein are encouraged to apply and may be considered for admission under the regular admission procedures of the University.

This agreement supersedes all previous agreements between LU and the VCCS signed prior to March 1, 2022. It does not nullify individual program-to-program agreements articulated since this date.

### **Section 1: Definition of Guaranteed Admission Agreement (GAA)**

An agreement between a two-year institution or the VCCS (system office) on behalf of community colleges and a four-year institution according to which a student is guaranteed admission to the four-year institution by earning a transfer degree or a specified applied degree and satisfying specified academic benchmarks and criteria. Students transferring under a general admission GAA are not necessarily entitled to be admitted to a specific program. GAAs should be state-level agreements.

### **Section 2: Requirements for Admission**

#### **A. Applicable Associate Degrees:**

This agreement applies to all SCHEV approved transfer degrees offered through the VCCS including the Associate of Arts (AA), Associate of Science (AS), and Associate of Arts & Sciences (AA&S) degrees identified by the State Council of Higher Education for Virginia (SCHEV) as university-parallel transfer degrees. Only those AS or AA&S in General Studies degrees identified by SCHEV as transfer degrees qualify for this LU GAA (see <https://www.schev.edu/home/showpublisheddocument/298/637807416962200000> for a list of approved General Studies degrees).

#### **B. Minimum GPA requirement:**

A cumulative GPA of 2.5 or higher on a four-point scale, computed as shown on the VCCS institution transcript. Courses repeated at the VCCS institution and courses transferred into the VCCS institution from another institution will also be evaluated using the method used by the VCCS institution, which is using the highest grade earned.

#### **C. Limitations due to academic or disciplinary record:**

Disciplinary records are reviewed and evaluated on a case-by-case basis and could affect the student's eligibility.

#### **D. Course requirements:**

Earn a grade of "C" (2.0) or higher in each community college course. Transfer credit is not given for SDV 100/101. Students will not be required to repeat course content for which they have earned a "C" or better that has been evaluated as equivalent to a course at LU. However, students may be required to complete additional credits to meet certain prerequisite, major, program, and/or degree requirements.

#### **E. Minimum credits to be completed at associate degree institution:**

Students must complete one of the above associate degrees with at least 60 credits through the VCCS to be eligible for this agreement. LU does not require a minimum number of credits to be completed at the VCCS institution for eligibility of this agreement for students who do not start at LU. However, students who have attended LU as a full-time student and return to the VCCS to complete a transfer-oriented associate degree are not eligible to participate in the GAA.

#### **F. Maximum credits applicable for transfer:**

It is recommended that students transfer no more than 75 credit hours to help minimize credits that do not apply to major requirements. However, all credits will be evaluated.

#### **G. Testing requirements:**

None.

#### **H. Admission application and enrollment:**

To apply using the GAA, students should visit LU's transfer admission page and apply no later than the semester in which they are completing their associate degree. The deadline for spring admission is December 1; the deadline for fall admission is March 1. Students are encouraged to enroll at Longwood as soon as possible after receiving the associate degree. Students should enroll at Longwood no more than two years after the completion of the associate degree to be eligible to choose the catalog corresponding to the start of VCCS enrollment.

Acceptance in some degree programs at LU is competitive; thus, guaranteed admission into LU does not imply admission to these programs without further acceptance by the program or department offering the program. GAA students must meet specific GPA and prerequisites for admission into particular programs including Education, Business, and Nursing.

**I. Transcript submission:**

Submit an official transcript showing completion of the applicable associate degree to the LU Admissions Office. The terms of the GAA will not be applied until the official transcript showing degree conferred has been received by LU. Students should submit this official transcript prior to the start of the first semester at LU.

**J. Registration of Intent to use the agreement:**

A student registers his/her/their intent to use this agreement after completion of at least 15 college credits and prior to applying for graduation from the VCCS institution, through the Transfer Virginia portal. A student can still participate in the GAA without registering the intent to use the agreement.

**Section 3: Application of Associate Degree to General Education Requirement**

Completion of all Foundation-level courses as well as the Integrating World Languages course associated with LU's Civitae general education experience. The Foundation level of Civitae includes courses typically taken at the freshmen and sophomore level at LU as part of general education. The Integrating World Languages course is a second course in a particular world language. Students under this GAA must complete 12 credits of the Civitae general education experience at LU at the upper level.

**Section 4: Application of this Agreement to Students Earning Associate Degree Concurrent with High School**

High school students who have earned an applicable associate degree concurrent with high school graduation are not eligible for guaranteed admission under the terms of this Agreement. Such students are considered freshman applicants with transfer credit. If admitted, no distinction will be made by LU regarding college courses applicable to the transferable associate degree that are completed through dual enrollment. Those students completing applicable associate degrees, upon receipt of the final official transcript demonstrating completion of the GAA requirements, will be awarded a waiver for Foundation-level courses as well as the Integrating World Languages Perspectives-level course. However, the following will be required of these students to support their transition to Longwood.

- a. They must attend freshman orientation.
- b. They must live in on-campus housing unless qualified for a release. On-campus housing is guaranteed for these students.
- c. They must enroll and pass ENGL 265, The Writing and Rhetoric of Citizenship.

**Section 5: Applications of this Agreement to Students Earning Credit for Prior Learning**

LU accepts credit for CLEP, Advanced Placement, International Baccalaureate, Cambridge, military training/experience, and other forms of advanced standing, which will be evaluated on a case-by-case basis. Students under this GAA who have credit for prior learning receive the overarching benefits of the GAA but must present documentation from the original agency or experience as part of a course-by-course credit evaluation to determine applicability to specific coursework or major requirements.

**Section 6: Associate Degree Completion Criteria and Catalog Determination**

Students under this agreement may choose the catalog in effect at the time they enroll or the one which applies to continuous full-time students at their class level in accord with state policy. Students have 2 years to enroll at LU after completion of the associate degree to be eligible to choose the catalog corresponding with the start of VCCS

enrollment. In the event that the student's catalog year has expired, courses will be evaluated on their applicability to current degree requirements.

### Section 7: Transfer Guide – Student Document

The associated Transfer Guide represents all requirements for admittance under this GAA and the benefits that result. The Transfer Guide will be applied, once development is complete, as the student-facing document for this agreement. Major-specific transfer guides will be developed and featured at the Transfer Virginia portal (<https://www.transfervirginia.org/>). Students should check the Transfer Guidance section of those transfer guides to understand whether admission into the university also guarantees admission into their major or program of choice.

### Section 8: Administration of Agreement

The LU official responsible for all LU aspects of the GAA and Register of Intent to Transfer is the Provost and Vice President for Academic Affairs or his/her designee. The VCCS official responsible for all VCCS aspects of the GAA is the Senior Vice Chancellor for Academic and Workforce Programs or his/her designee, in consultation with the Guaranteed Admission Review Committee of the VCCS Academic and Student Affairs Council.

This agreement will remain in effect until modified or terminated. This Agreement may be modified only by mutual agreement by the VCCS Chancellor and President of LU. Termination may be made by either party upon one (1) year prior written notice. Students who register their intent to use this agreement through the Transfer Virginia portal under the GAA prior to the date of termination are eligible for admission for two years after termination becomes effective.

The effective date of this Agreement is the date last signed by the President of LU and the VCCS Chancellor. The signed Agreement will be maintained in the Transfer Virginia Portal.

#### VCCS Responsibilities

- Submit a PDF of the official signed Agreement to the Portal Coordinator.
- Use portal data to track which four-year institutions students are targeting for the GAA and provide support to students.

#### University Responsibilities


- Use portal and internal data to track students who register their intent to use the GAA. Use this data to maintain ability to honor agreement in respect to enrollment capacities.
- 4-year institutions use portal data to track students who register their intent to use this agreement and engage with students to best prepare them for transfer.

### Section 9: Review Clause


LU and the VCCS will review this agreement and the student tracking data every three years to adjust as deemed appropriate to maintain its integrity and value and for the improvement of the transfer process. Changes will not be applied retroactively to students already enrolled or registered under the provisions of the existing GAA.

If no changes are necessary, the documented review below will extend this agreement for an additional three years.

### Signatures

  
W. Taylor Reveley, IV  
President  
Longwood University

3/30/23  
Date

  
Sharon Morrissey  
Interim Chancellor  
Virginia Community College System

3/28/2023  
Date

**Review Documentation**

<b>Review Date</b>	<b>Completed By</b>	<b>Agreement Extension</b>

**Note: Recorded by the VCCS, shared with senior institution, and updated in the Transfer Virginia Portal**

**Appendix A: Transfer Guide Mapped to Undeclared Major for LU:** The Transfer Guide will be applied once development is complete.