

## **TRANSFER AGREEMENT WITH GUARANTEED BETWEEN ROANOKE COLLEGE AND THE VIRGINIA COMMUNITY COLLEGE SYSTEM**

In accordance with the Virginia State Policy on Transfer, the Virginia Community College System (VCCS) and Roanoke College 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 Roanoke College enter into this agreement to provide all students an opportunity for guaranteed admission to the college. 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 College.

This agreement supersedes all previous agreements between Roanoke College and the VCCS or its individual institutions signed prior to July 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 students from any VCCS college with an Associate of Arts (AA), Associate of Science (AS), or 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 VSU GAA (see <https://www.schev.edu/home/showpublisheddocument/298/637807416962200000> for a list of approved General Studies degrees).

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

A minimum 2.5 GPA is required. The GPA is computed from all transferable courses taken at any VCCS college. If a course is repeated, only the highest grade earned will be used to calculate the GPA. Any courses completed at a non-VCCS institution will be treated in the same way, whether taken prior to or concurrent with VCCS courses.

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

Students currently on probation or suspension for academic or disciplinary reasons are not eligible for admission. Students with suspension periods that have expired, and who otherwise meet eligibility requirements, are likely to be admitted, but not guaranteed. They will be reviewed on a case-by-case basis.

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

Only those courses with grades of C or better will be accepted for transfer. Students should consult the Transfer Guides for their major of interest to find the most efficient path to a degree.

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

Students must meet the 25% residency requirement at the granting two-year college. Students who have previously attended non-VCCS institutions must meet the 2.5 GPA minimum including all prior coursework from all institutions and must not be on academic suspension or expulsion from any prior institution to use this agreement. Students who have attended Roanoke College, then returned to the two-year institution, may again use this agreement to re-enroll at Roanoke College.

**F. Maximum credits applicable for transfer:** Any number of credits may transfer. However, at least half of the coursework required for the major and the equivalent of 17 full courses must be completed at Roanoke College. A full one-unit course at Roanoke College is considered equivalent to 4 credits.

**G. Testing requirements:** None.

**H. Admission application and enrollment:**

Roanoke College offers rolling admission for transfer students. For priority housing, course selection, and financial aid, students should apply by the March 15 priority application date. Later applications will be evaluated on a case-by-case basis. Students wishing to enter Roanoke College starting in January should apply by the November 15 priority date; applications after that time will be considered on a case-by-case basis. Students must enroll within 12 months of acceptance or re-apply. Students should reference the Admissions website for application details.

**I. Transcript submission:**

- The application for admission can be reviewed with unofficial transcripts from all colleges attended.
- Official college/university transcripts are needed prior to enrollment to complete an official transfer credit evaluation.
- Official final transcripts from both college/university and secondary/high schools attended must be submitted at least five business days before new student orientation.
- An official GED is acceptable when a complete high school transcript is not available and is a substitute for the high school diploma.

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

Students may register their intent to transfer through the Transfer Virginia portal or by contacting the Admissions office at Roanoke College. Students should have completed 30 or more credits prior to registering their intent. However, notification prior to application is not required.

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

Students who follow the Transfer Guide will complete all lower division general education requirements. Students still need to complete two courses at Roanoke College to fully satisfy their general education requirements. One course is an Intensive Learning course, usually completed in Roanoke College's three-week term in May; the other course is a general education capstone requirement. In all majors, these two additional courses can be done as part of a normal load after transfer to Roanoke College when guidance on the Transfer Guide is followed.

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

Students who complete associate degrees concurrent with high school enrollment may use this GAA; all provisions of the GAA, including Section 3, apply to any student earning an applicable associate degree through the VCCS.

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

AP, IB, and CLEP tests as well as credits that are on a Joint Services Transcript are accepted. Roanoke College will not grant such credit as awarded by a community college. Official transcripts from the College Board, Cambridge, or ACE evaluations must be submitted prior to enrollment to complete an official transfer credit evaluation. Roanoke College does not accept credit for nonacademic experiential learning or professional certificates. Roanoke College will honor the associate degree earned under this GAA but CPL credits will be assessed by Roanoke College on an individual basis. Students who are unsure how their credits will transfer should contact the Admissions Office and expect an answer within 5 business days.

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

Roanoke College allows students to choose between the catalog current at the time of their enrollment or any catalog from the previous two years if they were enrolled at a VCCS college during that time. Students do not need to complete an associate degree to take advantage of this rule. Transfer Guides as posted to the transfer portal will be honored.

**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 Roanoke College official responsible for all Roanoke College aspects of the GAA and Register of Intent to Transfer is the Vice President for Enrollment or their designee. The VCCS official responsible for all VCCS aspects of the GAA is the Senior Vice Chancellor for Academic and Workforce Programs or their 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 Roanoke College. 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 Roanoke College 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.

#### Roanoke College 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 students for transfer.

### Section 9: Review Clause


Roanoke College 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

  
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**Frank Shushok, Jr.**  
**President**  
**Roanoke College**

3/30/2023  
**Date**

  
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**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> |
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**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 Roanoke College:** The Transfer Guide will be applied once development is complete.