

**Articulation Agreement and Guaranteed Admissions Statement  
Between Potomac College and Cochise County Community College District**

**I. PURPOSE**

This articulation agreement is designed to coordinate transfer policies, define the terms of guaranteed admissions, enhance advising, and promote the acceptance of equivalent courses/credits between Potomac College ("Potomac") and Cochise County Community College District.

**II. ELEMENTS OF THE AGREEMENT**

**A. Admissions Practices**

1. Potomac will accept applications from students who wish to transfer from Cochise County Community College District into any baccalaureate degree program at Potomac. Transferring Cochise County Community College District applicants must meet the same admissions criteria as other students applying for transfer to Potomac. The application fee will be waived.
2. Students transferring from Cochise County Community College District to specific Potomac programs must meet the same prerequisites, grade point average (GPA) and other admission criteria, as other native or transfer students applying to Potomac programs.
3. Cochise County Community College District students who graduate with an Associate of Arts (AA), Associate of Business Administration (ABUS), Associate of Science (AS), Associate of Arts in Elementary Education (AAEE), Associate of General Studies (AGS) or Associate of Applied Science (AAS) degree and have a Cochise County Community College District cumulative GPA of at least 2.0 are guaranteed admission to Potomac College. Potomac College will accept all credits included in the official transcript of the degree program from which the student has graduated, including credits from previous institutions and up to 30 transfer credits from nontraditional sources such as high school Advanced Placement (AP) or College-Level Examination Programs (CLEP) programs, to a maximum of 90 total credits.
4. For the purposes of admission and credit recognition the transfer GPA is determined by a calculation that includes all Cochise County Community College District courses and all attempts.

**B. Acceptance and Application of Credits**

1. General Education - students completing an Associate Degree at Cochise County Community College District will be considered transferring third year students at Potomac College. Additional courses may be considered for transfer but must be evaluated and must have earned a minimum 2.0 GPA. Although credits will be accepted in transfer, additional courses may be required to fulfill program specifications.
2. Where course equivalencies exist for required courses and/or prerequisites, these courses will apply to Potomac's graduation requirements in the student's stated major field of study.
3. Courses/Credits in which grades of less than 2.0 on a four point scale will be considered on a case by case basis. Credits of less than 2.0 on a four point scale will usually not be accepted.
4. Potomac College will accept up to 30 courses/credits earned through Advanced Placement (AP), College-Level Examination Program (CLEP), or other nontraditional programs. Potomac also will evaluate courses/credits earned at other institutions.


5. Potomac College will evaluate Prior Learning Activity for Credit Evaluation and other life experiences for possible credit, consistent with credit given under such circumstances as outlined by the Potomac catalog.
6. Potomac College will maintain course equivalency information and make this information readily available to Cochise County Community College District.
7. Students that transfer to Potomac College after having earned a minimum of one Associate Degree from Cochise County Community College District are eligible to attend Potomac at the tuition rate of \$250.00 per credit hour. Students electing to transfer to Potomac without having first earned an Associate Degree from Cochise County Community College District will be charged the current tuition rate per credit hour as defined by the most recent Potomac catalog. Other fees may apply.
8. In order to maintain eligibility, students must maintain continued fulltime enrollment and a minimum cumulative GPA of 2.0 or higher. Students who drop or withdraw from the program are not eligible. Any exceptions must be pursuant to law, regulation or Potomac policy.

**C. Update/Report/Relationship**

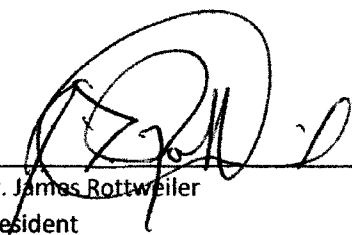
Potomac College and Cochise County Community College District agree to review the agreement and relevant transfer course equivalencies annually. Cochise County Community College District will designate an individual to serve as liaison for the purposes of monitoring this agreement. Each institution will provide updated catalogs to the other immediately upon their availability. Potomac College agrees to provide reports of enrolled Cochise County Community College District transfer students, their majors and academic performance when 10 or more are enrolled in any given year.

**D. Amendments and Term of Effect**

1. The curriculum transfer guides in effect at the time a student first enrolls at Cochise County Community College District will be honored by Potomac College if the student completes an Associate Degree and successfully transfers to Potomac presuming all current accreditation and regulatory standards of the respective institutions are met.
2. This agreement may be amended, as needed, for specific program articulation without affecting the currency of the master agreement. All course-by-course transfer guides may be amended as needed.
3. This master agreement will remain in effect until terminated by either party upon written notice to other party of an intention to terminate.

  
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 Ed Avella  
 Business Development Manager  
 Potomac College

3/7/13  
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 Date

  
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 Dr. James Rottweiler  
 President  
 Cochise County Community College District

2/21/13  
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 Date