

**Guaranteed Admission Agreement
between the College of William and Mary
and Northern Virginia Community College**

To facilitate the admission of Northern Virginia Community College (NVCC) students to the College of William and Mary (W&M), the two institutions have entered into an agreement whereby students at NVCC may enroll in classes at W&M and, after achieving a minimum grade point average in these classes, be guaranteed admission.

**Section I
Provisions of Co-Enrollment**

Up to fifteen students at NVCC will be allowed in any given academic year to co-enroll in courses at W&M if they meet the following conditions:

- They signed a “Letter of Intent to Matriculate at the College of William and Mary” upon the completion of a minimum of 15 credit hours of coursework at NVCC and remained continuously enrolled there until receiving their associate’s degree. They will attach to their “Letter of Intent” a recent academic transcript from NVCC.
- They took a minimum of 15 credit hours of general education courses applicable toward the Associate of Arts or Associate of Science degree at NVCC and have maintained a curricular grade point average of 3.5 in those courses. If courses are repeated, the original and repeated course grades will be included in the calculation of grade point average. Students in the Associate of Science in General Studies program are ineligible for co-enrollment.

In addition, the following provisions apply to co-enrolled students:

- While students at NVCC, they may enroll in a maximum of five 3- or 4-credit courses at W&M. All but one of their courses must fulfill general education requirements at both NVCC and W&M. A list of courses meeting W&M general education requirements and their NVCC equivalents will be included in an addendum to this agreement.
- No W&M course may be taken on a pass/fail basis.
- Details concerning courses to be taught and the method of delivery of instruction will be outlined in a separate Memorandum of Understanding to accompany this agreement.

If more than fifteen students are eligible for co-enrollment in any given academic year, NVCC will determine selection based on curricular grade point average. W&M may elect to allow in additional students based on space availability and on other criteria mutually agreed upon by both institutions.

**Section II
Admission Requirements**

Students at NVCC will be guaranteed admission as degree candidates to W&M if they meet all of the following:

- They have completed an Associate of Arts or Associate of Science degree at NVCC within the past two years.
- A minimum of 45 credit hours of the total required for the Associate of Arts or Associate of Science degree must have been earned through the Virginia Community College System since graduation from high school. Credit hours earned at W&M will be included in the 45 credit hours.
- They have achieved a cumulative grade point average of not less than 2.7 (on a 4.0 scale) at NVCC. If courses are repeated, the original and repeated course grades will be included in the calculation of grade point average. Courses taken at W&M will appear on students' transcripts at NVCC, and the grades for those courses will be included in the calculation of their curricular grade point average. Credits earned through coursework at W&M will not appear on their W&M transcript, nor will the grades be calculated into their cumulative grade point average after admission.
- They have taken at least four W&M courses, each carrying three or four credit hours, and have maintained a grade point average of not less than 2.7 (on a 4.0 scale) in those courses. All W&M courses, including courses for which students received a grade of "F", must be included in the calculation of grade point average.
- They have submitted the application, as well as their transcript from NVCC and other institutions attended, to the Office of Undergraduate Admission at W&M. The application fee will be waived. Acceptance is conditional upon receipt of a final transcript from NVCC and verification that the student has met the conditions outlined above.

W&M reserves the right to deny admission to students who have been expelled, suspended, or convicted of a felony.

A limited number of students may be admitted with Flexible Degree Track (part-time) status, if they live in the Williamsburg area and can show a compelling reason why full-time status is not feasible. Students seeking such status must attach a letter to their application explaining why they wish to be part-time. Flexible Degree Track students must earn a minimum of 12 credit hours each year and may take no more than 10 credit hours in their first semester at the College.

Admission to W&M under the terms of this agreement does not imply admission to degree programs in the School of Business Administration or the School of Education. Students intending to enroll in these programs are encouraged to discuss prerequisites and other requirements well in advance of admission.

Co-enrolled students who do not meet the minimum standards outlined in this agreement may seek admission to W&M through the normal application procedures.

Section III Tuition and Financial Aid

Participating co-enrolled students will pay tuition and fees to NVCC according to the rates set by that institution. Co-enrolled students are eligible for financial aid from NVCC.

Students admitted as degree candidates to W&M under the provisions of this agreement will pay tuition to W&M. Under the College's *Gateway* program, Virginia students whose family income is less than \$40,000 per year will qualify for a grant that

covers all unmet financial need, eliminating the need for students to assume any debt. Other aid packages are available for those who do not meet the \$40,000 threshold. Virginians admitted as transfer students will be eligible for aid according to the same standards as students admitted as freshmen.

Students seeking admission as degree candidates to W&M under the provisions of this agreement and who wish to apply for financial aid should file the free Federal Application for Student Assistance (FAFSA) with the Office of Financial Aid as soon after January 1 as possible for the following academic year. Students expecting to be admitted in the spring semester should file the FAFSA as soon after September 1 as possible.

Section IV Rights and Responsibilities of Co-enrolled Students

All co-enrolled students must:

- attend an orientation session organized by W&M's Office of the Dean of Students immediately before their first semester of co-enrollment, at which time they will pledge to abide by the terms of W&M's Honor Code. They will also receive a copy of the *Student Handbook*, which stipulates their rights and responsibilities as students at W&M.
- discuss their academic plans with W&M's Assistant Director of Academic Advising for Transfer Students before the start of co-enrollment and at least once a year thereafter.

Co-enrolled students have full access to the services provided by the Office of Academic Advising and the Office of the Dean of Students. Should they wish to reside in Williamsburg during the period of co-enrollment, the following services will be extended:

- receipt of a W&M ID card, entitling them to student discounts, borrowing privileges in campus libraries, and the use of the Express Account, by which students may deposit money into an account to pay for meals and goods.
- access to computer labs and borrowing privileges at campus libraries.
- access to campus parking, after paying the necessary fee and obtaining a pass from Parking Services.

The major responsibilities of co-enrolled students include:

- abiding by the terms of the Honor Code, by which students pledge not to lie, cheat, or steal. Plagiarism, too, is a violation of the Honor Code. Co-enrolled students convicted of any Honor Code violation will be ineligible to take W&M courses and may not gain admission to the College after completion of their degree requirements at NVCC.
- abiding by the terms of the Student Code of Conduct, which describes appropriate conduct in such areas as the consumption of alcoholic beverages, sexual harassment, and possession of firearms. Co-enrolled students convicted of any violation of this Code will be ineligible to take W&M courses and may not gain admission to the College after completion of their degree requirements at NVCC.

- the payment of assessed fines, such as on overdue library books and parking tickets. Students with assessed fines may not enroll in classes at W&M until the fines are paid in full.

Students admitted as degree candidates are eligible for on-campus housing, but they should be aware that housing spaces are limited. Those seeking on-campus housing should apply to the Office of Residence Life immediately after admission.

Co-enrolled students are ineligible for participation in intercollegiate sports at W&M.

Section V Reporting Requirements and other Responsibilities of NVCC and W&M

NVCC shall provide the following information to the University Registrar at W&M:

- copies of “Letter of Intent” forms, together with the students’ transcripts from NVCC.

- a list of students who intend to co-enroll at W&M. If students plan to take courses in residence at W&M, NVCC shall provide their names and the classes they plan to take. This list is needed by April 1 for the fall semester, November 1 for the spring semester, and May 20 for the summer session. W&M will make every effort to ensure that co-enrolled students are entered into their preferred classes during one of the priority registration times.

- a certification that the co-enrolled students remain in “good social standing” at NVCC. The list is needed by July 1 for the fall semester, January 10 for the spring semester, and May 20 for the summer session.

W&M shall provide the following information to NVCC:

- the grades for co-enrolled students. Grades for the spring semester will be provided by June 1, grades for the summer terms by August 15, and grades for fall term by January 10.

- transcripts for students admitted as degree candidates under the terms of this agreement. Transcripts will be provided by May 20 of every year.

In addition, designated staff and officials from both institutions will meet annually to review the academic status of co-enrolled students and those admitted to W&M, as well as to discuss changes to academic regulations. Both institutions also agree to share data on the performance of students co-enrolled and/or admitted under the terms of this agreement, as well as data necessary for their comparison with native students.

Section VI Requirements after Admission to W&M

Students granted admission as degree candidates to W&M under the provisions of this agreement will be granted junior standing, defined as having earned a minimum of 54 credit hours of coursework toward the Bachelor of Arts or Bachelor of Science degree. These students are considered to have completed lower-division general education and proficiency requirements at W&M with the exception of the requirements listed below:

- foreign language requirement, met in one of the following three ways:
 - completed Level IV in high school of an ancient or modern foreign language;
 - achieved a score of at least 600 on the College Board SAT II achievement test in a modern foreign language or a score of at least 650 in the test in Latin; or
 - completed a college language course at or above the 202 level or its equivalent.
- lower-division writing requirement. Students who did not complete English 111 and 112 through courses at VCCS must successfully complete ENGL 367: Advanced Expository Writing at W&M.
- one course in General Education Requirement 4B (History and Culture outside the European Tradition).
- one course in General Education Requirement 6 (Creative and Performing Arts). Students having completed SPD 100 with a grade of “C” or better at NVCC are exempt from this requirement.
- one course in General Education Requirement 7 (Philosophical, Religious, and Social Thought).

The above requirements may be fulfilled either through the completion of coursework at W&M or by taking equivalent courses at NVCC before admission. Equivalent courses can be found in the section “Appendix 1: Virginia Community College System (VCCS) Courses and their William and Mary Equivalents” of the *Transfer Guide* on the Office of Admission website.

Students are bound by the requirements in place during their first semester of co-enrollment at W&M.

Students must abide by all other provisions and regulations set forth in the *Undergraduate Course Catalog*, including the following requirements:

- all students must complete at least 60 credit hours in residence at W&M. Credit hours completed in co-enrollment are included in this calculation. The last two semesters must be taken in residence at the College.
- all students must complete degree requirements within 10 semesters. This includes work that was accepted for transfer to the College. Semesters of transferred work are calculated by dividing the number of transferred credits by 15. A student transferring 54 credits, for example, has completed 3 and 9/15 semesters. Students with 60 or more transferred credits have completed 4 semesters. AP, IB, and dual enrollment credits are not included in the calculation. While at the College, any semester a student carries 12 or more credit hours is considered one semester. Credits for summer session and part-time or under load semesters are divided by 15.
- all students must complete degree requirements within 6 calendar years of admittance as degree candidates to W&M in order to retain the right to be graduated under the requirements at the time they entered and the time they declared their majors.
- for students in Arts and Sciences subject fields, no more than 48 credit hours of the 120 necessary to graduate may be taken in a single subject field. If a student takes more than 48, a minimum of 72 credit hours must be in other subject areas. Students may not apply more than 60 credits of Business, more than 35 credits in Elementary

Education, or more than 30 credits in Secondary Education toward the 120 credits needed for a degree.

Courses taken at W&M for which credits were already received in transfer will not be included in the calculation of grade point average or be applied toward the 120 credit hours necessary for graduation.

Unless admitted as degree candidates with Flexible Degree Track status, students are expected to enroll as full-time students, meaning they must carry a minimum of 12 credit hours of courses each semester. Full-time students who wish to change their status to Flexible Degree Track must petition for approval from the Committee on Academic Status.

Section VII Major Requirements

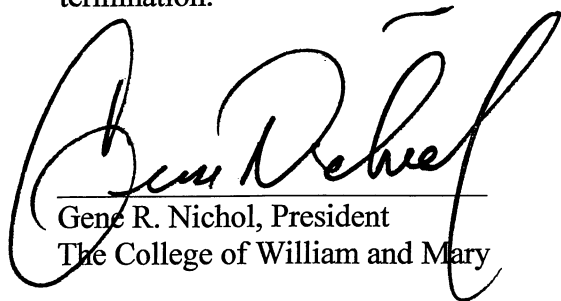
Students admitted under the terms of this agreement must declare a major with the Office of the University Registrar by the end of their first semester of full-time study. The School of Business and the School of Education have their own application process, so students should contact those schools directly for more information. Students are bound by the major requirements in place at the time they declare their major.

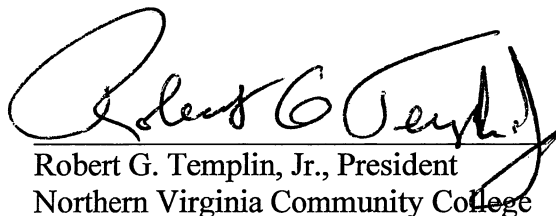
Courses taken at NVCC may be used to fulfill major requirements, if they have a W&M equivalent, as designated in Appendix 1 of the *Transfer Guide* on the Office of Admission website. Courses awarded academic credit but designated as “elective” may not be used to satisfy major requirements.

Courses recommended for the major to be taken before admission are to be listed in an addendum to this agreement.

Section VIII Effective Date

The terms of this articulation agreement shall become effective with students first entering in fall 2007 and shall remain in place unless abrogated by either party with thirty days notice. Students who co-enrolled under this agreement may take advantage of its terms for continued co-enrollment and admission for a period of two years following its termination.


Gene R. Nichol, President
The College of William and Mary


Robert G. Templin, Jr., President
Northern Virginia Community College