



J. Sargeant Reynolds  
Community College



ARTICULATION AGREEMENT  
University of Richmond, School of Continuing Studies  
and J. Sargeant Reynolds Community College

**Purpose**

This articulation agreement is designed to ensure that students who have matriculated at J. Sargeant Reynolds Community College can easily transition into a bachelor's degree completion program at the University of Richmond, School of Continuing Studies. It is the intent of this agreement to ensure continuity from the community college program to the appropriate curriculum of study at the School of Continuing Studies, with maximum transferability of college credits.

**Transfer Options and Requirements**

Associate Degree Graduates - The School of Continuing Studies at the University of Richmond (SCS) guarantees acceptance of any student from J. Sargeant Reynolds Community College (JSRCC) who has completed an Associate of Arts, Associate of Science or Associate of Applied Science degrees, who has earned a minimum grade point average of 2.0. The SCS has rolling admissions year-round; however, there are certain deadlines to meet for students applying for financial aid. This guarantee assumes that there are no other factors in a student's academic or personal record that might prevent acceptance to programs in the SCS. Transfer students from JSRCC will be required to complete any unfilled SCS general education requirements. (Note: The GPA earned at JSRCC does not transfer, only the academic credits. When calculating eligibility for General Honors at graduation, only academic grades earned in the SCS program will be considered, in accordance with University policy.)

Guaranteed Admission - Additionally, students have the option of guaranteed admission to the School of Continuing Studies *at the time of matriculation* at J. Sargeant Reynolds Community College. It is the purpose of this option to form a path of seamless education for students completing associate degree programs at JSRCC leading to preparation for **transfer** as upper-division students to baccalaureate degree programs in the SCS. Specifically, this option will ensure that students who graduate from JSRCC will continue in a planned four-year degree-completion program in the School of Continuing Studies at the University of Richmond without undue loss of credit, provided courses taken at the associate degree level match the four-year degree requirements at SCS. (See *Operating Policies and Procedures – Guaranteed Admission*, attached to this agreement.)

Transfer Courses from Other Institutions - Courses offered in transfer from other institutions will be evaluated for acceptance provided the work was taken at an institution accredited as degree-granting

by a recognized regional accrediting body for higher education at the time the course work is completed. A grade or equivalent of C (2.0) or better must have been earned in each course accepted for transfer. Course work accepted in transfer from JSRCC and other institutions shall be applied to specific degree requirements subject to the discretion of the School of Continuing Studies. **Once admitted to a program, transfer work will be accepted only with prior approval. No transfer work will be accepted during the final semester before graduation. CLEP exams are considered transfer credits.** Up to 60 credits can be transferred into the bachelor's degree.

*Pass/Fail Designation* - The School of Continuing Studies generally does not accept credits earned with a Pass/No Pass designation.

*Official Transcripts Required* - No transfer credit shall be formally accepted or recorded until the University has received an *official* transcript directly from the records office of each institution that offered the course work. If course work is being transferred from more than one institution, a transcript must be received from each institution. (See the *University of Richmond, School of Studies Evening School Catalog* for more complete information.)

Test of English as a Foreign Language - Students whose native language is not English, or whose collegiate level or secondary level instruction was not English, must also earn a score of at least 500 on the paper-based or 213 on the computer-based Test of English as a Foreign Language (TOEFL) before admission to or enrollment in the University of Richmond, School of Continuing Studies. The University may require an additional evaluation for language proficiency through testing or individual interviews for students with TOEFL scores near the minimum score. Information on the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jersey 08541 or [www.toefl.org](http://www.toefl.org).

### **Eligible Transfer Programs**

The following bachelor's degree programs in the SCS accept credits from JSRCC:

Emergency Services Management  
Human Resource Management  
Information Systems or IT Management  
Liberal Arts (including preparation for the Teacher Licensure certificate and the Weekend College Program)  
Paralegal Studies

*Note: The Weekend College program has core course-specific requirements for program completion. Students entering the program must have earned a minimum of 45-60 transferable semester hours of undergraduate general education courses. Counseling from the SCS is strongly advised early in the JSRCC transfer program.*

### **Catalog Requirements for Graduation**

Students who are accepted through guaranteed admission, at the School of Continuing Studies, University of Richmond, are subject to the SCS catalog requirements in effect at the time of enrollment in the initial course taken at the University of Richmond. *Note: The University of Richmond*

*specifically reserves the right to change requirements for any major, minor and/or program and to implement them during any particular year.)*

### **Faculty Collaboration**

The SCS/UR and JSRCC agree that the faculties and staffs of the two institutions will work together to maintain a course-by-course evaluation of all courses in the Associate of Arts, Associate of Science or Associate of Applied Science degree programs at JSRCC and the Bachelor of Liberal Arts and Bachelor of Applied Studies programs at SCS. Likewise, JSRCC faculty and advising staff will encourage prospective SCS transfer students to meet the spirit and content of the SCS general education requirements to the greatest extent possible, including enrollment in appropriate liberal arts courses pertinent to graduation requirements at the University of Richmond. The School of Continuing Studies will assume the responsibility for keeping appropriate staff at JSRCC apprised of pertinent information with regard to all SCS academic programs.

### **Announcement of Availability of Articulation Agreement**

J. Sargeant Reynolds Community College agrees to support this articulation agreement with the University of Richmond, School of Continuing Studies by indicating the relationship in appropriate literature and through the JSRCC web site. The SCS will also make this agreement known in appropriate materials pertinent to students from J. Sargeant Reynolds Community College.

### **Effective Date of Agreement**

This articulation agreement will be implemented immediately upon execution of all signatures below and will remain in effect until terminated by either party, provided written notice is given to the other party of the intention to terminate. Such notice shall be effective only if given 180 days prior to the intended date of termination. Upon termination, the agreement will remain in effect for two (2) additional academic years to accommodate those students currently pursuing the articulation program.

June R. Aprille  
Dr. June R. Aprille, Provost  
University of Richmond

July 20, 2006  
Date

Gary L. Rhodes  
Dr. Gary L. Rhodes, President  
J. Sargeant Reynolds Community College

7/20/06  
Date



J. Sargeant Reynolds  
Community College



***Operating Policies and Procedures***

**J. Sargeant Community College  
Transition to the  
University of Richmond  
School of Continuing Studies**

***Guaranteed Admission Program***

An addendum to the ARTICULATION AGREEMENT between the University of Richmond,  
School of Continuing Studies and J. Sargeant Community College

***July 2006***

**J. Sargeant Community College  
transition to the  
University of Richmond  
School of Continuing Studies**

***Guaranteed Admission Program***

**Foreword**

This document sets forth the operating policies and procedures for guaranteed admission for students preparing to transfer from J. Sargeant Community College (JSRCC), Richmond, Virginia to the School of Continuing Studies, University of Richmond, Richmond, Virginia (SCS). Provisions of the articulation agreement, to which these operating policies and procedures are attached, are extended exclusively to JSRCC students who plan to participate in programs provided by the School of Continuing Studies at the University of Richmond and have no applicability to enrollment in other Schools of the University of Richmond. The goal of this transition program is a seamless curriculum, instruction and advising program that maximizes efficiency for degree completion and quality instruction.

The University of Richmond prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran or any classification protected by local, state or federal law.

**Purpose**

It is the purpose of guaranteed admission to form a path of seamless education for students completing Associate of Arts, Associate of Science or Associate of Applied Science degree programs at JSRCC leading to preparation for **transfer** as upper-division students to Bachelor of Liberal Arts or Bachelor of Applied Studies degree programs in the SCS. Specifically, these policies and procedures will assure that students who graduate from JSRCC will be accepted fully for admission to the School of Continuing Studies at the University of Richmond, Richmond, Virginia without undue loss of credit, provided courses taken at the Associate Degree level match the four-year degree requirements at SCS.

The contents of this *Operating Policies and Procedures* document provide a guide for the future activities and implementation of this program.

**Requirements for Admission to the Program**

Students who are accepted through guaranteed admission, at the School of Continuing Studies, University of Richmond, are subject to the SCS catalog requirements in effect at the time of enrollment in the initial course taken at the University of Richmond, School of Continuing Studies.

Once admitted, J. Sargeant Community College students in the Guaranteed Admission Program will have access to orientation and advising at the School of Continuing Studies, University of Richmond.

1. SAT and/or ACT scores are not required of students in the Guaranteed Admission Program; however, all transfer courses accepted by the School of Continuing Studies must have earned a grade of "C" (2.0) or better, and must have been taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course work was completed.
2. Students whose native language is not English, or whose collegiate level or secondary level instruction was not English, must also earn a score of at least 500 on the paper-based or 213 on the computer-based Test of English as a Foreign Language (TOEFL) before admission to or enrollment in the University of Richmond, School of Continuing Studies. The University may require an additional evaluation for language proficiency through testing or individual interviews for students with TOEFL scores near the minimum score. Information on the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jersey 08541 or [www.toefl.org](http://www.toefl.org).
3. Upon completion of the Associate Degree at JSRCC, Guaranteed Admission Program students will be eligible for scholarships and other tuition assistance available for students entering the School of Continuing Studies, University of Richmond.

**Responsibilities of J. Sargeant Community College and University of Richmond/SCS**

For students to be successful in the Guaranteed Admission Program, each entity must assume certain responsibilities in order to establish a seamless model of transition from the community college to the university. This will only be accomplished with a program of staff and faculty development, infrastructure support, and continuous improvements resulting from evaluation and self-improvement efforts.

Responsibilities that will guarantee success of the program include:

1. Training and education of faculty, support staff and advisors to work with students in the program.
2. Support services to students enrolled in the program:
  - a. Participating students at JSRCC and UR will be tracked and monitored for progress;
  - b. Prospective students will work closely with the SCS staff and will receive advising services from support staff of the School of Continuing Studies, University of Richmond;

- c. Information regarding program status, program changes, and other updates will be effectively provided to students through e-mail and postings on the University/SCS website, and through resources of JSRCC; and,
  - d. Both J. Sargeant Community College and the School of Continuing Studies, University of Richmond will provide information on this program through written and electronic media.
3. All courses required for each of the applicable baccalaureate degree programs at the UR/SCS will be provided in a timely manner to facilitate degree completion by students transferring from JSRCC.

### Guaranteed Admission Student Checklist

Students must assume responsibility for critical steps in the admissions process to ensure they qualify for all program benefits and to meet the standards established by JSRCC and UR/SCS.

- \_\_\_\_\_ 1. Contact a JSRCC career counselor or transfer specialist in the Career, Employment and Transfer Center at either Downtown Campus or Parham Road Campus or from the Access Center Coordinator at the Western Campus.
- \_\_\_\_\_ 2. Complete and sign the Letter of Agreement during the early part of the Associate Degree program at JSRCC.
- \_\_\_\_\_ 3. Provide official transcripts to the School of Continuing Studies from each accredited institution attended.
- \_\_\_\_\_ 4. Meet minimum grade criteria, earn the Associate Degree from JSRCC and meet admission standards of the UR/SCS.
- \_\_\_\_\_ 5. Discuss any changes, other than in program content, with a JSRCC career counselor or transfer specialist.
- \_\_\_\_\_ 6. Notify JSRCC career counselor or transfer specialist if the program is to be terminated.
- \_\_\_\_\_ 7. Submit the following items:
  - Letter of Agreement – usually in the early semesters of the Associate Degree program
  - SCS Application, no later than March 1 preceding the fall term in which the student will enroll at UR/SCS
- \_\_\_\_\_ 8. Access and follow all academic requirements and application deadlines to the School of Continuing Studies, University of Richmond
- \_\_\_\_\_ 9. Become familiar with financial aid and tuition payment policies of the University of Richmond