

**Guaranteed Admission and Co-Enrollment Agreement  
Between The College of William and Mary  
And J. Sargeant Reynolds Community College**

To facilitate the admission of J. Sargeant Reynolds Community College (JSRCC) students to the College of William and Mary (W&M), the two institutions have entered into an agreement whereby students at J. Sargeant Reynolds Community College may enroll in classes at William and Mary 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 JSRCC 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 JSRCC and remained continuously enrolled there until receiving their associate’s degree. They will attach to their “Letter of Intent” a recent transcript from JSRCC that records this coursework. By signing the Letter of Intent, students allow JSRCC and W&M to release co-enrolled students’ grades and other academic information to one another.

- They took a minimum of 15 credit hours of general education courses applicable toward the Associate of Arts or Associate of Science degree at JSRCC 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.

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

- While students are at JSRCC, they will enroll in a minimum of four 3- or 4-credit courses and a maximum of five 3- or 4-credit courses at W&M. All co-enrolled students must complete a university seminar, and all but one of their courses must fulfill general education requirements at both JSRCC and W&M. A list of courses meeting William and Mary general education requirements and their JSRCC equivalents will be included in an addendum to this agreement.

- No course may be taken on a pass/fail basis.

If more than fifteen JSRCC students are eligible for co-enrollment in any given academic year, selection will be 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

After the co-enrollment period, students at JSRCC 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 JSRCC within the past two years.
- They have earned a minimum of 45 credit hours of the total required for the Associate of Arts or Associate of Science degree through the Virginia Community College System since graduation from high school. Credit hours earned during co-enrollment at William and Mary will be included in the 45 credit hours. If a course has been repeated, credits earned from the original course will not be included in the calculation.
- They have achieved a cumulative grade point average of not less than 2.7 (on a 4.0 scale) at JSRCC. 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 JSRCC, and the grades for those courses will be included in the calculation of their curricular grade point average at JSRCC. Credits earned through co-enrollment at W&M will not appear on their William and Mary transcript, nor will the grades be calculated into their cumulative grade point average after admission.
- They have taken at least four co-enrollment courses, each carrying three or four credit hours, at W&M and have maintained a grade point average of not less than 2.7 (on a 4.0 scale) in those courses. All courses taken at William and Mary, 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 JSRCC and other institutions attended, to the Office of Undergraduate Admission at W&M. Application materials are due by March 15 for the fall semester and by November 1 for the spring semester. The application fee will be waived. Acceptance is conditional upon receipt of a final transcript from JSRCC 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.

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 register for W&M's courses through JSRCC and pay tuition to JSRCC at JSRCC's rates for tuition and fees. (JSRCC's official enrollment

will include co-enrolled students.) Co-enrolled students are eligible for financial aid from JSRCC, but not from W&M.

Students may enroll in no more than two three- or four-credit classes at W&M in any one summer. The tuition for those classes will be paid to JSRCC.

Students admitted as degree candidates to W&M under the provisions of this agreement will pay tuition to William and Mary. Under W&M'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 Application for Federal Student Aid (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 the following:

- a W&M orientation session organized by the 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.
- a meeting with the Assistant Director of Academic Advising for Transfer Students at W&M, before the start of co-enrollment and once a year thereafter.

During the Office of the Dean of Students' mandatory orientation session, co-enrolled students will receive a copy of the W&M *Student Handbook*, which stipulates their rights and responsibilities as students at W&M.

The major rights extended to co-enrolled students include:

- 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.
- access to the services of the Office of the Dean of Students.

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 W&M after completion of their degree requirements at JSRCC.

- 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 W&M after completion of their degree requirements at JSRCC.

- 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.

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

### **Section V**

#### **Reporting Requirements and other Responsibilities of J. Sargeant Reynolds Community College and the College of William and Mary**

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

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

- a list of students who intend to co-enroll at W&M and the classes they plan to take. This list is needed by July 1 for the fall semester, December 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.

- a certification that the co-enrolled students remain in “good social standing” at JSRCC. 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 JSRCC:

- 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 the College of William and Mary**

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 who successfully completed SPD 100, Principles of Public Speaking, through the Virginia Community College System 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 JSRCC 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 W&M.
- all students must complete degree requirements within 10 semesters. This includes work that was accepted for transfer to W&M. 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 W&M, 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

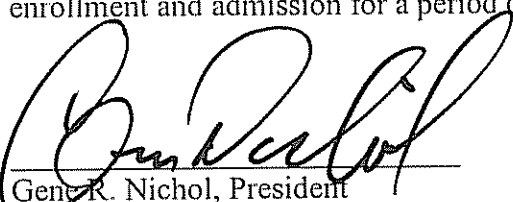
Students admitted to W&M under the terms of this agreement must declare a major with the Office of the University Registrar by the end of their first semester of full-time study. The School of Business and the School of Education have their own application process, so students should contact those schools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

Courses taken at JSRCC may be used to fulfill major requirements, if they have a William and Mary 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.

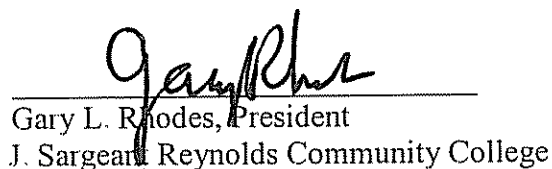
## Section VIII Effective Date

The terms of this articulation agreement shall become effective 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

7/16/07  
Date



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

7/16/07  
Date