

**TRANSFER AGREEMENT WITH GUARANTEED ADMISSION
BETWEEN RANDOLPH-MACON COLLEGE AND THE VIRGINIA COMMUNITY COLLEGE SYSTEM**

In accordance with Virginia's *State Policy on College Transfer*, the Virginia Community College System (VCCS) and Randolph-Macon College (RMC) 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 RMC 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 RMC and the VCCS or its individual institutions signed prior to September 1, 2018. 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:

Transfer-oriented associate degrees include the Associate of Arts (AA), the Associate of Science (AS), and the 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 RMC GAA (see <https://www.schev.edu/home/showpublisheddocument/298/637807416962200000> for a list of approved General Studies degrees).

B. Minimum GPA requirement:

A minimum cumulative GPA of 2.50 or higher for credits earned at the degree-granting institution is required for guaranteed admission. (Students below a 2.5 GPA will be considered for admission outside of the GAA). RMC will recognize the GPA reflected on the final transcript of the awarding VCCS institution and will not recalculate based on multiple course attempts. Courses transferred into the two-year college are not included in the GPA computation.

C. Limitations due to academic or disciplinary record:

Students who have been academically dismissed or suspended or those convicted of a felony will be reviewed for the GAA on a case-by-case basis.

D. Course Requirements:

Students are required to earn a C or higher in each community college course applicable to the transfer degree from a VCCS institution.

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

Students must meet all requirements to earn a transfer associate degree as determined by their VCCS institution, including a minimum of 60 credits. Additionally, students who were previously enrolled at RMC and transferred back to a VCCS college to complete the transfer-oriented associate degree are not eligible for participation in the GAA.

F. Maximum credits applicable for transfer:

A student may receive a maximum of 75 semester hours through transfer work from two-year and four-year institutions and/or credit-by-examination. Additionally, no more than one-half of a student's major or minor coursework may be completed through transfer credit.

G. Testing requirements:

Students admitted under the GAA are not required to submit standardized test scores.

H. Admission application and enrollment:

Students must complete the RMC transfer application and submit all required materials by June 1 for fall admission and December 1 for spring admission.

I. Transcript Submission:

Unofficial transcripts may be submitted for the purpose of admission to RMC, but official transcripts must be submitted for an official transcript evaluation. A final transcript reflecting the completion of the approved associate degree must be submitted prior to matriculation at RMC.

J. Registration of Intent to use the agreement

Students may register their intent to transfer through the Transfer Virginia portal or by contacting the RMC Office of Admissions. Students should have completed at least 45 college credits prior to registering their intent. Notification is recommended but not required.

Section 3: Application of Associate Degree to General Education Requirement

RMC divides its general education requirements into four sections: Effective Communication, The Pillars of the Liberal Arts, Cross-Area Requirements, and Wellness. Students admitted to RMC who meet the terms of this GAA will be granted junior status. Students will be considered as having fulfilled RMC's lower division general education requirements, with the following exceptions:

- a. Students must complete any additional foreign language coursework necessary to satisfy the Effective Communication requirement of two consecutive courses in a foreign language or completion of a foreign language through the intermediate level (212 or 215).
- b. Students must complete the college's Cross-Area Requirements, most of which can be fulfilled through major programs and should not significantly increase the time to completion of degree. These requirements include one course that is designated as non-western, one course that is attentive to diversity and inclusion, one course that is experiential in its delivery, and one course that fulfills the collegiate capstone requirement.

GAA students may apply courses taken for the VCCS transfer-oriented associate degree program to these remaining requirements.

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

This GAA is not applicable to students earning an associate degree concurrent with high school. High school students earning a concurrent associate degree need to apply for admission consideration as a first-year student (not transfer student), and transfer credit will be reviewed on a course-by-course basis.

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

Students having earned credits through prior learning are still eligible for guaranteed admission. VCCS credit for courses completed through Advanced Placement, International Baccalaureate, Armed Services experiences, and other prior learning assessments will not automatically be eligible for individual transfer to RMC; such courses will be evaluated according to RMC's policy on credit-by-examination.

Section 6: Completion Criteria and Catalog Determination

For students maintaining continuous enrollment, this entitlement will be in effect for a minimum of four years from the time of the student's first enrollment at the two-year institution. Students must enroll at the four-year institution within one year of completing their associate degree. Students must complete the degree requirements in effect at the time of their matriculation at RMC. GAA students may select an Academic Catalog from the two years prior to their matriculation, but this decision must be communicated to the Registrar's Office within the first semester of attendance at RMC.

Section 7: Transfer Guide – Student Document

The attached Transfer Guide represents all requirements for admittance under this GAA and the benefits that result. The Transfer Guide will be applied 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 college also guarantees admission into their major or program of choice.

Section 8: Administration of Agreement

The RMC official responsible for all RMC aspects of the GAA and Register of Intent to Transfer is the Vice President for Enrollment. 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 RMC. 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 RMC 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.

RMC 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


RMC 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


Robert R. Lindgren
President
Randolph-Macon College

03/13/24
Date


David Doré
Chancellor
Virginia Community College System

3/08/2024
Date

Review Documentation

Review Date	Completed By	Agreement Extension

Note: Recorded by the VCCS or RBC, shared with senior institution, and updated in the Transfer Virginia Portal

Appendix A: Transfer Guide Mapped to Undeclared Major for Randolph Macon College