

**Articulation Agreement
Between
Community College of Philadelphia
And
West Chester University of Pennsylvania**

Introduction

Community College of Philadelphia (CCP) and West Chester University of Pennsylvania (WCU) agree to enter into this Articulation Agreement (Agreement) to facilitate the seamless transfer of CCP students who have earned the Associate of Arts, Associate of Science, or Associate of Applied Science degree. In addition, this Agreement provides a seamless pathway for WCU applicants from CCP's service region who are not offered admissions for academic reasons or due to capacity to begin their post-secondary education at CCP.

The purpose of this Agreement is to provide pathways for students to begin post-secondary education at CCP, earn their associate degree, and transfer seamlessly into a parallel WCU bachelor's degree program.

The Agreement defines admission requirements and processes, seamless transfer of coursework, and services to support transfer student success which are applicable to both WCU's Philadelphia and West Chester locations. Scholarship and Housing parameters specific to the West Chester location and tuition discounts and reduction in general fees specific to the Philadelphia location are also detailed.

Qualifying students will be guaranteed admission into a parallel bachelor's degree program in an equivalent field of study at WCU subject to capacity upon completion of their associate degree at CCP and provided that the student meets all University, degree, major, and GPA requirements as well as application deadlines. Addendum A (Major Program and Admission Requirements) is hereby incorporated into and made part of this Agreement. Addendum B, which provides examples of student pathways, is also hereby incorporated into and made part of this Agreement.

Guaranteed admission into Exploratory Studies, Sports Medicine, Respiratory Care, and the traditional BSN Nursing major programs are not part of this Agreement. The RN to BSN pathway will be governed by a separate Agreement. This Agreement does not apply to CCP Dual Enrollment high school students who are simultaneously earning their High School diploma and associate degree. In addition, this Agreement does not apply to students who previously attended WCU.

Guaranteed Admissions

CCP students who earn their associate degree and submit WCU's admissions application 3 months prior to the start of the intended semester will be guaranteed admissions into a parallel bachelor's degree program in an equivalent field of study provided that they meet all University, degree, major, and GPA requirements (Addendum A). After that date, qualifying CCP graduates will be admitted to the University with the parallel bachelor's degree program in an equivalent field of study as determined by capacity or space availability.

- Students must complete the WCU admissions application process and submit all required materials. The WCU admissions application process includes a non-refundable application fee, submitted online application, official CCP transcripts, and if applicable other post-secondary transcripts. Students who submit an Intent to Enroll Form (described later in the Agreement) by the deadline will have their application fee waived. Under this Agreement, CCP graduates are not required to submit standardized tests, admissions essays, letters of recommendations, or

participate in an interview to be admitted to WCU. Some programs may require additional information such as a music audition or art portfolio. Additionally, should a student indicate that they were/are subject to disciplinary action at CCP or a previously attended institution of higher education, additional documents will be required and an interview with WCU Admissions may be requested.

- Upon execution of this Agreement, WCU will create a link on the Undergraduate Admissions Transfer Section for CCP students specific to the application process and application for the Philadelphia and West Chester locations.
- Students who earned college-level credits via prior learning methods such as AP (Advanced Placement), CLEP (College Level Examination Program), IB (International Baccalaureate Program), and DSST (DANTES (Defense Activity for Non-Traditional Education Support) Subject Standardized Tests, are not required to submit an official transcript to WCU if the credits are posted to CCP's official transcript. Any additional credits that were completed while matriculated at another post-secondary institution will require an official transcript from that institution submitted to the Office of the Registrar for review.
- Students are responsible for ensuring an official copy of their final CCP transcript is sent to the Office of the Registrar at WCU when their associate degree has been awarded so the [Academic Passport](#) (equivalent to core-to-core) can be applied.
 - As per PASSHE's Policy 1990-01-A, with WCU's Academic Passport, WCU agrees to accept the General Education embedded in CCP's Associate of Arts (A.A.), Associate of Science (A.S.) and Associate of Applied Science (A.A.S) degrees as meeting all the requirements of its undergraduate General Education requirements with the exception of a 3-credit Diverse Communities requirement. This exception does not extend the student's time to degree at WCU.
 - WCU's Academic Passport applies to all graduates of approved CCP A.A., A.S., and A.A.S. degrees and is not limited to students who participate in this Agreement. WCU's Academic Passport does not alter the requirements of the student's major field of study as identified in the WCU catalog.
- WCU does not ask for criminal history information on the application for admission. However, certain criminal conduct may prohibit students from obtaining campus housing. Additionally, some criminal and non-criminal criminal conduct may render students ineligible for professional licensure, to complete certain degrees, and/or prohibit them from becoming employed in certain professional fields. Any student with a conduct sanction imposed by CCP (or any other institution of higher education) is not guaranteed admission. Instead, admission is subject to the University's policy.

Evaluation of Credits

Students who complete the requirements of Pennsylvania Statewide [Program-to-Program Agreements](#) as well as requirements outlined in Addendum A which mirror admission and progression requirements of WCU non-transfer students, will be admitted with full junior standing in a parallel major and shall not be required to satisfactorily complete more than 60 credits to earn a 120 credit baccalaureate degree.

For CCP courses to transfer to WCU, a minimum grade of D must be earned. Courses with "D" grade may not fulfill major requirements. To further clarify, a course with a "D" grade will transfer and be applied for graduation requirements but may not fulfill major requirements. Grades received in courses taken at other institutions are not calculated in the WCU cumulative grade point average. Only the credits are transferred. Students must also meet all minimum grade requirements in courses they wish to have transferred toward their major and/or minor requirements.

Courses with a CR (credit by exam) grade will not transfer to WCU.

All credits already transcribed by CCP will be honored by WCU. If prior learning credits were not already evaluated/transcribed by CCP, students can submit their scores to the Office of the Registrar at CCP to receive evaluation. Credit for prior learning from AP, CLEP, IB, and DSST will be evaluated in accordance with approved minimum scores effected in response to the Public School Code, 24. P.S. § 20-2002-C (d).

Up to 90 college level credits will transfer to WCU and 30 of the last 60 credits must be taken at WCU.

Co-Admissions and Dual Admissions Pathways

This Agreement provides additional benefits in support of transfer student success beyond guaranteed admissions to the university and to a parallel major in an equivalent field of study at WCU via two pathway programs: Co-Admissions Pathway and Dual Admissions Pathway. Students participating in one of these two pathway programs will receive additional intentional advising and outreach support as well as guaranteed admissions into parallel majors that are subject to capacity. CCP students with a 3.25 cumulative GPA or higher in the Co-Admissions and Dual Admissions Pathways will also be invited to apply to WCU's Honors College.

Co-Admissions Pathway

- WCU will provide a conditional offer of admission to WCU applicants from CCP's service region (Philadelphia County) who are not offered admissions for academic reasons or due to capacity if they begin their post-secondary education at CCP.
- CCP will receive from WCU a list of students provided and offered Co-Admissions so that CCP can follow up with these students.
- Such Co-Admissions students who choose to take advantage of an education with CCP will enroll at CCP and follow the guidelines established for all Dual Admission students as follows.

Dual Admissions Pathway

Under the Dual Admissions Pathway, CCP students will be guaranteed admission into WCU with third year (junior) status on the condition that they:

1. Submit an electronic Dual Admissions Intent to Enroll form before completion of no more than 30 college level credits from all colleges/universities attended;
2. Graduate from CCP with an appropriate Associate of Arts (A.A.), Associate of Science (A.S.) or Associate of Applied Science (A.A.S.) degree with a minimum cumulative GPA of 2.0;
3. Complete WCU's admissions application no later than 3 months prior to the start of the intended semester of matriculation at WCU and satisfy all other regular WCU admissions requirements. Dual Admissions is intended for a seamless transfer and CCP students will not have to submit an essay, letters of recommendations or an interview for admissions;
4. Do not attend another institution of higher education between the time they graduate from CCP and enroll at WCU; and
5. Enroll at WCU within one year of CCP graduation.

Students who have previously matriculated to WCU are not eligible for Dual Admissions to WCU, but are encouraged to apply as a transfer or readmission student to WCU.

There is no obligation on the part of the Dual Admissions student if they decide not to transfer to WCU. Once a student has submitted the Dual Admissions Intent to Enroll form, they are strongly encouraged to meet with an WCU Admissions representative and/or a CCP Academic Advisor, Counselor or Program Advisor to develop a course-taking strategy to maximize course transferability.

Intent to Enroll Form and Benefits

Qualified Students in the Co-Admissions and Dual Admissions Pathways who submit an electronic Intent to Enroll form prior to the completion of 30 credits, complete and submit the WCU application by the deadline, and graduate from CCP will benefit from additional assurances in support of transfer student success. These assurances include the application fee waiver, conditional offer of admissions into parallel majors regardless of capacity, financial strategies to lower cost of tuition, and proactive communications from the WCU admissions and transfer team. These assurances do not apply if a student attends another institution between CCP and matriculation at WCU. Additional information specific to WCU's Philadelphia location related to tuition discount and WCU locations related to transfer scholarships and housing include:

Philadelphia location

- All students enrolled in programs that are part of the WCU Philadelphia location receive a 10% tuition discount and reduction in general fees. This applies to full and part-time student status.
 - Because of the tuition discount and reduction in general fees, students will not be eligible for guaranteed transfer scholarships.
 - Prior to matriculation at WCU, the WCU Financial Aid Office team will provide financial aid assistance and counseling to CCP students in support of their educational goals. This will include advice about applying for aid including grants and other self-aid such as employment or loans.
 - All CCP students who transfer to WCU will be reviewed for need-based aid regardless of whether participating in a pathway program.
- The Philadelphia location does not provide WCU on-campus or University-affiliated student housing.

West Chester location

- Transfer Scholarship
 - CCP students who satisfy the outlined requirements of the Co-Admissions or Dual Admissions pathways will qualify for a \$2000 per academic year scholarship (\$1000 per semester) as determined below:
 - Students must be enrolled full-time at WCU and remain in good academic standing with a minimum GPA of 2.00 to retain their scholarship award. This scholarship award is available for up to two (2) consecutive academic years.
 - Students must be working to attain their first baccalaureate degree.
 - WCU will inform CCP of any changes to Transfer Scholarship Awards at least one (1) year in advance of changes and will not impact CCP students already matriculated at WCU receiving said scholarships.
 - Prior to matriculation at WCU, the Financial Aid Office team at WCU will provide financial aid assistance and counseling to CCP students in support of their educational goals. This will include advice about applying for aid including grants and other self-aid such as employment or loans. CCP students who transfer to WCU will be reviewed for need-based aid regardless of whether participating in a pathway program.
- Housing

- In addition to the stated requirements outlined in Co-Admissions and Dual Admissions Pathways and Intent to Enroll sections, CCP students will be guaranteed Housing upon enrollment at WCU, provided that the student submits the Housing Application and required information by the applicable deadline. This application will be administered by WCU directly to the student in the appropriate semester prior to WCU matriculation. Exceptions to guaranteed housing include national, state, or regional crises or natural disaster such as a pandemic, flood, or other such situation.
- Students interested in living on WCU's campus will need to notify the Office of Admission at least three (3) months prior to enrollment.
- Certain criminal conduct may prohibit students from obtaining campus housing. Students interested in campus housing will be asked questions about specific conduct and the resulting information used to determine eligibility due to applicable statutes, regulations, and university policies.

Reverse Transfer

WCU will encourage CCP transfer students to complete the appropriate associate degree before matriculation to WCU in order to take advantage of this Agreement. If the CCP student chooses to transfer and matriculate to WCU before completion of the associate degree, WCU will encourage reverse transfer and use the reverse transfer credit process mutually agreed upon by both CCP and WCU, in the Statewide Reverse Transfer Agreement.

Advising and Transition for all CCP transfer students

WCU has a team dedicated to maximizing the success of CCP students. This includes:

- WCU's Office of Admission will reach out to all CCP students who submit their application. In addition, the Office of Admissions will explain the conditional offer of admission and formal offer of admission requirements to students in the Co-Admissions and Dual Admissions pathways. WCU's Office of Admission will maintain communications through the onboarding of all students.
- WCU's Transfer Concierge will reach out to all CCP students participating in the Co-Admissions and Dual Admissions pathways upon receiving affirmation of Intent to Enroll and maintain communications thereafter. The Transfer Concierge will also reach out to CCP students who submit their transfer admissions application but who are not participating in the Co-Admissions or Dual Admissions pathways.
 - The Transfer Concierge helps to simplify the transfer process for all incoming transfer students by connecting them to Philadelphia or WCU campus resources during and after their transition to WCU. Some of these supports include transfer credit resources, advising and scheduling, financial aid, housing, academic tutoring, career services, Office of Services for Students with Disabilities, mental health counseling services, and new student organizations, to name a few. The Transfer Concierge can help students with WCU policies and processes, for example, navigating the class enrollment system, transfer credit appeals, and applying for change of major or minor.
 - The Transfer Concierge and transfer admission counselors in partnership with Student Affairs will celebrate CCP students in this program through invitations to campus events, activities, and other resources.
- Just prior to matriculation at WCU, CCP students participating in the Dual Admissions or Co-Admissions pathways will hear from their WCU Student Success Team. The Student Success Team includes: their [Academic Advisor](#); and their [Success Coaches](#) who are available to provide

individualized support to guide them toward academic and personal success at WCU. Students who apply to WCU who are not part of the Co-Admissions and Dual Admissions pathways will receive equitable support depending on when they apply.

- In addition, the Financial Aid Office team will reach out to assist CCP students with the financial aid process and resources.

Joint Responsibilities for Maintenance of this Agreement

- WCU and CCP will develop a process and requisite communications to identify CCP students who are newly admitted or currently enrolled to receive joint communications and conditional offer of admission from WCU in support of the dual admissions pathway.
- WCU and CCP will develop a process and requisite communication for joint communications and conditional offer of admissions for WCU applicants not offered admissions due to capacity or for academic reasons in support of the Co-Admissions pathway.
- WCU and CCP will develop a process and requisite communication for CCP students to participate in the Dual Admissions Pathway who were not initially flagged to receive a conditional offer of admission from WCU.
- WCU and CCP will develop and maintain joint recruitment and marketing plans in support of this Agreement.
- WCU and CCP will continue to update and maintain curricular and course equivalency information.
- WCU and CCP will coordinate WCU information and advising via in person and virtual events to provide academic advising, admission, financial aid, and billing advising, and career services.
- The parties will review and determine if said changes or modifications necessitate an amendment to this Agreement.
- WCU will inform CCP of any curricular changes and students who submitted an Intent to Enroll Form will be treated the same as currently enrolled WCU students in terms of impact of curricular changes so long as they maintain continuous enrollment at CCP.
- WCU and CCP will support consultation and collaboration between their faculties related to this Agreement, general education, degree requirements, and other academic matters so long as they are aligned with statutory and institutional and discipline accreditation requirements.
- WCU and CCP will designate representatives who will coordinate this Agreement between the two institutions.
- The parties will develop and implement an assessment process to include the exchange of data (in accordance with FERPA) and documents annually that will contribute to the maintenance and improvement of this arrangement, enhance the transfer process, and promote effective cooperation between institutions.

Mutual Terms and Conditions

1. This Agreement along with all addenda, constitutes the entire Agreement and terms of understanding between Community College of Philadelphia and West Chester University. This Agreement shall take effect immediately by the date of the last required signature on the Agreement.
2. This Agreement will be reviewed and revised as necessary. All revisions must be approved by each institution's official signatories, with the same formality as the original Agreement.
3. This Agreement may not exceed a total term of five (5) beginning from the date of the last required signature of the Agreement. After the five (5) year term, the parties may agree to enter into a new Agreement.

4. The terms of the Agreement shall remain in effect unless it is terminated by either party. Any party may terminate the Agreement with or without cause with 120 days written advance notice to the other party. If this Agreement is terminated while students are enrolled through this Agreement, the students may continue their educational experience at both CCP and WCU under this Agreement until that experience would have concluded absent the termination. An electronic Intent to Enroll form submitted by the CCP student will determine whether they are enrolled through this Agreement.
5. The parties will abide by their respective policies of nondiscrimination in regard to sex, age, race, color, creed, national origin, disability, sexual orientation, gender identity, veteran status or any other status protected by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, the American with Disabilities Act, or any other applicable federal, state, or local law. The parties agree to reasonably cooperate with each other in any investigation of claims of discrimination or harassment, to the extent permitted by law.
6. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
7. The Parties shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act 34 CFR § 99.33 (a)(2) ("FERPA") and shall release no information absent written consent of the student unless authorized by law or lawfully dictated by the terms of this Agreement.
8. Neither of the parties shall assume any liabilities to each other. As to liability to each other or harm to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement. This provision shall not be construed to limit either party's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this Agreement. Nothing in this Agreement shall be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the governmental immunity of CCP.
9. This Agreement is not a third-party beneficiary contract and confers no rights upon any students or employees of the parties.
10. For the purpose of this Agreement, a copy of the party's original signature shall be considered to be an original signature; and as such shall be sufficient to bind such parties.
11. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

SIGNATURE PAGE TO FOLLOW

Signature Page

The willingness of both institutions to enter this Agreement in order to facilitate the transfer of students from CCP into WCU, and to expand their opportunities for academic success there, is indicated by the following signatures.

The undersigned representatives of the parties, Community College of Philadelphia and West Chester University of Pennsylvania, have executed this Agreement on the date indicated below:

FOR COMMUNITY COLLEGE OF PHILADELPHIA:

Signed by:

9704580513E3456... Date: 9/4/2024 | 12:48 PM EDT
Donald Generals, Ed.D.
President

DocuSigned by:

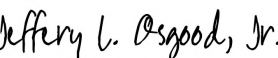
BDBFDE70C487409... Date: 9/3/2024 | 2:04 PM EDT
Alycia A. Marshall, Ph.D.
Provost and Vice President for Academic & Student Success

Approved as to form and legality:

DocuSigned by:

881F381F88BB4C6... Date: 9/3/2024 | 1:59 PM EDT
Carolyn Flynn, J.D.
College Legal Counsel

FOR WEST CHESTER UNIVERSITY OF PENNSYLVANIA:

Signed by:

9DE7D600CC5E4A8... Date: 9/5/2024
Jeffery L. Osgood, Jr., Ph.D.
Executive Vice President and Provost (Interim)

DocuSigned by:

4EA03577518F4FD... Date: 9/7/2024
Todd E Murphy
Vice President for Finance and Administration

Approved as to form and legality:

DocuSigned by:

228D708648FD48B... Date: 9/9/2024
University Legal Counsel
PA State System of Higher Education

Addendum A

Major Program and Admissions Requirements

CCP students must earn an associate degree in a parallel major program with at least a 2.00 GPA except as noted below to be assured admission into the major program at WCU. In addition, the student must submit their application at least 3 months in advance of their intended semester. Due to capacity, some parallel bachelor's degree programs may have earlier application deadlines and are noted below. Applications received after those respective dates will be processed on a space-available basis.

Programs not covered as part of this agreement include Exploratory Studies, Sports Medicine, Respiratory Care, and the traditional BSN nursing major programs. The RN to BSN pathway for both the West Chester and Philadelphia locations will be handled in a separate agreement.

Additionally, some criminal and non-criminal conduct may render CCP students ineligible for professional licensure, to complete certain degrees, and/or prohibit them from becoming employed in certain professional fields. These include programs leading to certification such as Social Work and teacher-preparation programs.

Major programs with additional specific GPA, pre-requisites, or other requirements which mirror the same requirements for native WCU students are outlined below:

Academic Program	Overall GPA	Requirements	CCP Equivalencies
Art	2.0	Portfolio submitted to the department	
Biomedical Engineering	2.2	Students must have completed one Calculus course with a C grade or better and must also have a C grade or better in one science course in Chemistry, Physics, or Biology that will transfer to WCU as a required science course.	
Business Management	2.5 GPAs below 2.5 will be reviewed on a case-by-case basis	Students must complete the following courses with a C or better: ECO 111, ECO 112, ECO 251, MKT 250, MGT 200, ACC 201, MAT 113, and MAT 143	ECON 181, ECON 182, ECON 112, MKTG 131, MNGT 141, ACCT 101, MATH 161, and MATH 171
Communication Sciences and Disorders	2.5/3.0	If an applicant has a GPA between a 2.5 and 3.0 they must have at least a 100 level Math course completed with a B grade or better or they must have a 100 level English course completed with a B grade or higher. If an applicant has a 3.0 GPA or higher, the above grades in Math and English will not be required.	
Computer Science	2.0	Computer Science (C grade or higher) Calculus (C grade or higher)	CIS 103, and MATH 171
Early Grades, Early Grades/Special Education, Middle Grades, Middle	2.9	Students must have a 2.9 cumulative GPA and must have achieved passing scores, as established by PDE, on the PA required Basic Skills Test: PRAXIS I	

Grades/Special Education		(taken before April 1, 2012) or PAPA scores, or CORE. Students may use SAT or ACT scores in place of the Basic Skills Tests.	
Special Education: 7-12 BSED	2.9	Students must have a 2.9 cumulative GPA and must have achieved passing test scores as stated above.	
All other BSED Programs	2.9		
Health Science: General Studies	2.0	Applicants must have completed an associate degree in a health-related field. Applicants may also earn an associate degree in a non-parallel major but have completed one of the listed CCP certificate programs.	See below list of CCP degrees and certificate programs that qualify.
Mathematics (all programs, except BSED)	2.0	Students are advised to have as many of the following completed as possible: Calculus I, Calculus II, Calculus III, and Linear Algebra	MATH 171, MATH 172, MATH 271, and MATH 270
Music	2.0	All music majors must audition with the department for consideration into a music major. Typically, these auditions occur during the semester and/or summer leading up to the start of the semester. Students who may not pass their audition, would not be able to be a music major, but we could consider them for another major.	
Social Work	2.5	Students must complete the A.A.S. in Behavioral Health/Human Services, which is the CCP parallel program for WCU Social Work. For the Social Work program at WCU's West Chester campus location, the admission application must be received 5 months in advance of the intended semester.	
Pharmaceutical Product Development	2.8	Intro to Chemistry and Intro to Biology	CHEM 101, and BIOL 106

Addendum B

Parallel CCP Associate Degrees and WCU Baccalaureate Degrees

The following CCP Associate of Arts (AA), Associate of Science (AS), Associate in Applied Science (AAS) and corresponding WCU bachelor's degrees are examples of student pathways. This list is not inclusive of all student pathways and some pathways are governed by separate agreements.

Additional academic programs may be added to this Agreement by mutual agreement of both parties without editing this official Agreement.

Community College of Philadelphia	West Chester University
Art and Design (AA)	BFA Art
Biology (AS)	BS Biology
Behavioral Health/Human Services (AAS)	BS Social Work
Behavioral Health/Human Services (A.A.S.) Dental Hygiene (A.A.S.) Diagnostic Medical Imaging (A.A.S.) Health Care Studies (A.A.) Health Services Management (A.A.) Medical Laboratory Technician (A.A.S.) Nursing (A.A.S.) Respiratory Care Technology (A.A.S.)	Health Science: General Studies
Business-Accelerated (AA)	BS Accounting BS Business Management BS Finance BS Marketing
Business-General (AA)	BS Accounting BS Business Management BS Finance BS Marketing
Chemistry (AS)	BS Chemistry
Communication and Media Studies (AA)	BA Communication Studies
Computer Science (AS)	BS Computer Science
Education: Early Childhood (Birth to 4th Grade) (AA)	BSEd Early Grades Preparation (PreK-4)
English (AA)	BA English
Mathematics (AS)	BA Mathematics BS Mathematics
Psychology (AA)	BS Psychology
Theater (AA)	BA Theatre