



**ARTICULATION AGREEMENT**  
University of Richmond, School of Professional & Continuing Studies  
and John Tyler Community College

**Purpose**

This articulation agreement is designed to ensure that students who have matriculated at John Tyler Community College can easily transition into a bachelor's degree completion program at the University of Richmond, School of Professional & 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 Professional & Continuing Studies, with maximum transferability of college credits.

**Transfer Options and Requirements**

Associate Degree Graduates - The School of Professional & Continuing Studies at the University of Richmond (SPCS) guarantees acceptance of any student from John Tyler Community College (JTCC) who has completed an Associate of Applied Arts, Associate of Arts, Associate of Science, or Associate of Applied Sciences degree, and who has achieved an overall Grade Point Average (GPA) of 2.0 out of a possible 4.0 GPA from all college work attempted. The SPCS 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 SPCS. Transfer students from JTCC will be required to complete any unfilled SPCS general education requirements. (Note: The GPA earned at JTCC does not transfer, only the academic credits. When calculating eligibility for General Honors at graduation, only academic grades earned in the SPCS program will be considered, in accordance with University policy.)

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 JTCC and other institutions shall be applied to specific degree requirements subject to the discretion of the School of Professional & Continuing Studies. Additionally, students with credits, in which a grade of C" or higher is obtained, from non-traditional educational institutions and curricula such as military experience, police and fire academies, will receive consideration for credit in courses that correspond to requirements of degree programs offered by the SPCS, as applicable. Guidelines of the American Council on Education will be followed in evaluating these courses. See [www.acenet.edu](http://www.acenet.edu) **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 Professional & 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 Professional & Continuing 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 Professional & 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**

Programs at the University of Richmond that are covered by this agreement include:

- Bachelor of Arts in Liberal Arts
- Bachelor of Science in Professional Studies
  - o Human Resource Management
  - o IT Management
  - o 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 SPCS is strongly advised early in the JTCC transfer program.***

### **Catalog Requirements for Graduation**

Students who are accepted for admission, to the School of Professional & Continuing Studies, University of Richmond, are subject to the SPCS 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

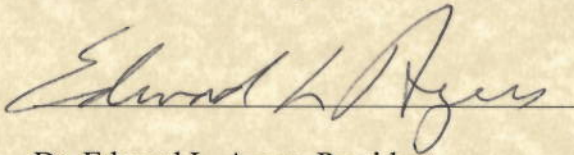
The SPCS/UR and JTCC agree that the faculties and staffs of the two institutions will work together to maintain a course-by-course evaluation of all courses in the Associate of Arts, Associate of Science or Associate of Applied Science degree programs at JTCC and bachelor's degree programs at SPCS. Likewise, JTCC faculty and advising staff will encourage prospective SPCS transfer students to meet the spirit and content of the SPCS 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 Professional & Continuing Studies will assume the responsibility for keeping appropriate staff at JTCC apprised of pertinent information with regard to all SPCS academic programs.

## Announcement of Availability of Articulation Agreement

John Tyler Community College agrees to support this articulation agreement with the University of Richmond, School of Professional & Continuing Studies by indicating the relationship in appropriate literature and through the JTCC web site. The SPCS will also make this agreement known in appropriate materials pertinent to students from John Tyler 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.



Dr. Edward L. Ayers, President  
University of Richmond

September 5, 2013  
Date



Dr. Edward Raspiller, President  
John Tyler Community College

SEPTEMBER 5, 2013  
Date