

Memorandum of Understanding

Between

American University

4400 Massachusetts Avenue, N.W.

Washington, D.C.

and

Northern Virginia Community College

4001 Wakefield Chapel Road

Annandale, VA

I. Purpose

American University (“AU” or “University”) recognizes the valuable contributions community colleges make to higher education. Toward that end, this Memorandum of Understanding (“MOU”) is entered into with Northern Virginia Community College (“NOVA”) with the following objectives:

- A. To attract qualified NOVA students into AU.
- B. To facilitate an efficient and smooth transition into AU from NOVA.
- C. To provide a path of coursework at NOVA that is applicable to programs of study at AU.
- D. To encourage academic coordination, faculty and administrative interactions, and student engagement.

II. Admissions and Academic Requirements

A. General Requirements for Undergraduate Admission of NOVA Students to Transfer Into AU:

- 1. NOVA students must complete an Associate of Arts (AA) degree or an Associate of Science (AS) degree from NOVA (Associate of Science in General Studies is excluded from this agreement).
- 2. Admission under the terms of this MOU is contingent upon meeting high standards of personal conduct, pursuant with the student conduct codes of both the community college and American University.

- a. Students under this MOU must meet AU's University Mathematics and Writing requirements for transfer students as specified in the AU catalog for the academic year of admission.
3. NOVA students must have a cumulative GPA of at least a 3.0 grade point average based on a 4.0 scale, at the time of admission. For purposes of admission and credit transfer, AU will include attempted and completed NOVA courses in the GPA calculations that apply to all transfer students. These calculations include adjustments to the GPA based on AU's current policies on repetition of courses and freshman forgiveness. In cases where students have attended additional postsecondary institutions, attempted and completed courses would be included in the calculations as described above.
4. NOVA students must sign a "Letter of Intent to Transfer to AU" (*Letter of Intent*) after completing 15 credits and no more than 45 credits, by October 1st of the academic year prior to their desired matriculation date. After submission of the *Letter of Intent*, the student must remain continuously enrolled at NOVA until receipt of the AA/AS degree.
5. Prior to completion of 45 credits towards their degree program, NOVA students will be encouraged to meet with a NOVA faculty advisor to ensure degree progress and completion.
6. NOVA students must matriculate at AU in the semester designated in the *Letter of Intent*. However, students may defer matriculation for a period of up to one year following receipt of the AA/AS degree but will be subject to the limits of the university's capacity to register new transfer students in their desired term of enrollment. If at any time the NOVA student decides it is not their intention to matriculate to AU, the student is responsible for informing AU in writing of this change in status, at which time the *Letter of Intent* will become null and void.
7. NOVA students must submit a completed transfer application and all supplemental materials, by February 1 prior to the fall entry. The application fee is waived under this Agreement.

B. Notwithstanding satisfaction of the above criteria, a prospective NOVA transfer student's admission is subject to the following limitations:

1. AU reserves the right to deny admission to students who have been dismissed or suspended (for academic or nonacademic reasons), have a disciplinary record, felony conviction, or to those who cannot demonstrate adherence to high standards of personal conduct.
2. Admission under this MOU is subject to the University's capacity to enroll transfer students in the semester identified in their *Letters of Intent*.

C. Application of Transferred Credits

1. Students completing an AA/AS at NOVA will be considered to have met all lower division General Education requirements at AU as long as the comparable General Education courses have a grade of C or better. Otherwise students will have to repeat those courses at AU.
2. Where transferred course equivalencies exist for AU required courses and/or prerequisites in the major, these courses will apply to AU's graduation requirements as long as such courses have a grade of C or better.
 - a. If the transferred NOVA courses are taught at the 300 or 400 level at AU, students will only receive credit toward the major for at most two of those courses if those courses are approved by the academic unit in which the major resides. All other transferred upper-level NOVA courses will count toward the AU degree, but not toward the major.
 - b. AU will develop course equivalency information and make this information readily available to NOVA. Until such time that this process is automated/web-based, official credit articulation will be done at the point of admission application, and will be included in the offer of admission.
3. Students transferring from NOVA with an AA/AS degree and no grades lower than a C will be required to complete a minimum of 60 semester

hours of AU coursework to be eligible for the AU undergraduate degree. Courses representing credits beyond the 60 semester hours allowed in transfer will be considered to have been completed under the general AU transfer guidelines and will be reviewed for comparability to receive credit.

4. Students transferring from NOVA with an AA/AS degree who will be repeating courses per item 1 or item 2 above may be required to complete more than 60 semester hours of AU coursework to be eligible for the AU undergraduate degree.
5. Course articulations in effect at the time a student first enrolls at NOVA will be honored by AU if the student completes an AA/AS degree and successfully transfers to AU within 4 years of initial enrollment at NOVA.
6. Credit awarded by NOVA for AP, CLEP, IB, or any other sources based on work not completed at NOVA, including credit by internal exams such as ABLE or PLACE will be reevaluated by AU. Credit is not guaranteed for these sources, and will be reviewed for credit consistency with AU's standards. NOVA applicants who meet minimum score requirements for AP, CLEP or IB credit at NOVA are required to provide the Office of Admissions an official transcript from the testing agency at the time of application.

D. Upper Division Scholars Program for Transfer Students

1. NOVA students who meet the eligibility requirements described in this MOU and have a GPA of at least 3.8 at the time of application will qualify for upper-level honors courses at AU.
 - a. These students will be considered for competitive merit scholarships based on their past academic performance and indicators of future promise.

III. Financial Aid

- A. American University will provide financial support consistent with institutional policies. Students' demonstrated financial need may be met using a combination of resources including AU and federal grant funds as well as student loans and

Federal Work Study. Students may apply for financial aid (e.g. FAFSA and CSS Profile) by complying with all financial aid application and deadline requirements. Financial aid will be awarded in accordance with AU's normal policies and procedures. Transfer students under the MOU are also eligible for merit scholarships. Notification of awards will be concurrent with the offer of admission for those students who follow AUs financial aid and deadline requirements.

IV. Collaboration between American University and NOVA

A. American University agrees:

1. to begin an advising process with the NOVA student shortly after receiving the *Letter of Intent*.
2. that NOVA students will be eligible for the combined bachelors/masters programs if such programs are available in their major.
3. that NOVA students who meet the application deadline for the fall semester matriculation listed in the *Letter of Intent*, will be informed of their admission and financial aid by March 1st.
4. that AU will waive the application fee for NOVA students who apply under the terms of this agreement.
5. that admitted NOVA students who have a 3.5 GPA based on a 4.0 scale are eligible to pre-register for courses in the semester prior to matriculation at AU, and
6. that all support services will be readily available to NOVA students. Such services include, but are not limited to, all workshops (*The Digital Student, Time Management, Effective Reading, Note Taking Skills, etc.*) and individual consultation offered by the Academic Support Center, the Writing Lab, Supplemental Instruction in courses where available, and the Peer Tutoring program. AU also offers a *Transfer Transitions* orientation program for new transfer students that provides opportunities for meeting peers, learning about resources and services, finalizing class schedules, and providing assistance with parking permits, photo IDs, and setting up bank accounts.

B. NOVA agrees:

- 1.to use its best efforts to inform students seeking admission to American University of the academic requirements necessary to attend and succeed at American University.

V. Coordination of MOU

A. American University and NOVA agree to:

- 1.communicate to each other changes to policies or requirements of their respective institutions that affect this MOU,
- 2.review the MOU annually or earlier upon the request of either party.
This review will include among other items, specific program articulation, course-by-course equivalencies, academic achievement, retention and graduation rates, and transitional experience of participants,
- 3.designate a primary contact for the respective institutions to serve as liaison for the purposes of monitoring this MOU,
- 4.announce this relationship on the respective institutions' websites, and other marketing venues as appropriate,
- 5.provide accurate and timely information about the relationship to prospective students, and
- 6.provide updated course catalogs to the other immediately upon their availability.

VI. Terms of Agreement, Termination, and Other Provisions

- A. This MOU may be amended from time to time by the written agreement of the parties. These amendments may include without limitation, terms related to specific program articulation and course-by-course transfer articulations.
- B. The MOU is made effective on the date that both parties have signed the agreement and shall continue unless earlier terminated as provided in this MOU.
- C. The MOU may be terminated:
 - 1.by mutual agreement of the parties, or
 - 2.by either party upon 180 days prior written notice to other party of an intention to terminate.

- D. NOVA students who have submitted a *Letter of Intent* at the time of MOU termination will be permitted to transfer to AU under this MOU.
- E. No Intended Third-Party Beneficiaries: This MOU is between NOVA and American University and shall not be construed, interpreted, or deemed to confer any rights whatsoever to any student or other third-party.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the date set forth below:

For American University:

Scott A. Bass, Ph.D.
Provost

Date:

For Northern Virginia Community College :

Robert G. Templin, Jr., Ed.D.
President

Date: