

**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”) will guarantee admission to Northern Virginia Community College (“NOVA”) students according to the terms of this agreement. The purpose of this Memorandum of Understanding (“MOU”) is to facilitate and communicate a clear pathway for admission to NOVA students who intend to graduate with an Associate of Arts or Associate of Science (“AA/AS”) degree and wish to transfer directly to AU to earn their baccalaureate degree. Only those students who meet all of the terms of this MOU will be offered admission under this agreement. Students who present strong academic records but do not meet the terms of this agreement may be considered for regular transfer admission.

Applicants are required to select a specific major in the application process; however, admission under this agreement offers admission to AU but does not guarantee admission to a specific major. Applicants are responsible for understanding the requirements for admission to their intended major.

**II. Admissions and Academic Requirements**

NOVA transfer applicants must meet the same admissions criteria set forth for other students applying for transfer to AU. See the Admissions website for the current admissions criteria: [www.american.edu/admissions](http://www.american.edu/admissions). The application fee is waived for these NOVA students.

NOVA students must meet the following requirements to be admitted under the terms of this agreement:

- A. Submit a letter of intent upon the completion of a minimum of 15 credits at NOVA, and no more than 45 credits, by October 1<sup>st</sup> of the academic year prior to their desired matriculation date: [www.american.edu/admissions/transfer/GAA.cfm](http://www.american.edu/admissions/transfer/GAA.cfm).
- B. Remain continuously enrolled at NOVA until receipt of the AA/AS degree.
- C. Submit a completed transfer application and all supplemental materials by February 1 of the academic year prior to their desired matriculate date.
- D. Have a cumulative GPA of at least 3.0 grade point average based on a 4.0 scale, at the time of admission. Students who have at least a 3.5 are eligible to pre-register for courses in the semester prior to matriculation.
- E. Matriculate at AU in the semester designated in the letter of intent.

- F. Admission under the terms of this MOU is contingent upon meeting high standards of personal conduct, pursuant with the student conduct codes of both NOVA and American University. The AU conduct code can be found at this website:  
<http://www.american.edu/loader.cfm?csModule=security/getfile&pageid=3271099>.

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

- G. 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.
- H. Admission under this MOU is subject to the University's capacity, as determined by the University, to enroll transfer students in the semester identified in their letter of intent.
- I. 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, as determined by the University, to register new transfer students in their desired term of enrollment.

### **III. Financial Aid**

- A. American University will provide financial support consistent with institutional policies, which can be found on the Financial Aid website: <http://www.american.edu/financialaid/transferprospects.cfm>.
- B. Notification of awards will be concurrent with the offer of admission for those students who follow the financial aid application deadline requirement for this agreement, which is February 1.

### **IV. Transfer of Credit and Academic Practices**

- A. Students who complete an AA/AS degree at NOVA and who meet all other requirements of this agreement will be considered to have met AU General Education requirements.
- B. NOVA coursework will be evaluated for transfer credit according to the AU transfer credit policy: [www.american.edu/admissions/pdf/upload/Undergraduate-Transfer-Credit-Policy.pdf](http://www.american.edu/admissions/pdf/upload/Undergraduate-Transfer-Credit-Policy.pdf).
- C. Credit awarded by NOVA for AP, IB, CLEP, or other sources based on work not completed at NOVA will be reevaluated by AU. Applicants are required to meet minimum score requirements for credit by exam consistent with AU's policy for the desired term of enrollment.  
<http://www.american.edu/admissions/examcredit.cfm>.
- D. AU will maintain an online transfer equivalency database allowing students to view course articulations. Wherever possible, this information will be maintained with the most recent NOVA information compared to the most recent AU course offerings.  
<http://www.american.edu/provost/registrar/transfer/index.cfm>.
- E. Course articulations in place 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.

- F. Students must meet AU's University Mathematics and Writing requirements for transfer students, as specified in the AU catalog for the academic year of matriculation.
- G. Students will be required to complete a minimum of 60 credit hours of AU coursework to be eligible for the AU undergraduate degree. Students may be required to complete more than 60 credits in order to meet certain degree requirements.
- H. Admitted NOVA students who have a GPA of at least 3.8 at the time of application will qualify for upper-level honors courses at AU. These students will be considered for competitive merit scholarships based on their past academic performance and indicators of future promise.

## **V. Collaboration between American University and NOVA**

American University agrees:

- A. to begin an advising process with the NOVA student shortly after receiving the letter of intent.
- B. that NOVA students who meet the application deadline of February 1 for the fall semester matriculation, will be informed of their admission and financial aid by March 1.
- C. 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.

## **VI. Coordination of MOU**

American University and NOVA agree to:

- A. communicate to each other changes to policies or requirements of their respective institutions that affect this MOU;
- B. review the MOU annually or earlier upon the request of either party. This review will include among other items, academic achievement, retention and graduation rates, and transitional experience of participants;
- C. designate a primary contact for the respective institutions to serve as liaison for the purposes of monitoring this MOU;
- D. announce this relationship on the respective institutions' websites, and other marketing venues as appropriate;
- E. provide accurate and timely information about the relationship to prospective students, and
- F. provide updated course catalogs to the other immediately upon their availability.

