

**TRANSFER AGREEMENT WITH GUARANTEED ADMISSION  
BETWEEN CHRISTOPHER NEWPORT UNIVERSITY AND THE VIRGINIA COMMUNITY COLLEGE  
SYSTEM**

Christopher Newport University (CNU) and the Virginia Community College System (VCCS) recognize the importance and the need to facilitate the transfer of students from the Virginia community colleges to Christopher Newport as they continue to pursue their postsecondary education goals. In an effort to ease the transfer process and to promote a smooth transition for transfer students, Christopher Newport University and the Virginia Community College System enter into this agreement with the intent to provide VCCS students with the opportunity for guaranteed admission to Christopher Newport University. VCCS students who do not meet the requirements described in this agreement are encouraged to apply to Christopher Newport through the traditional application process and will be considered for admission, though admission is not guaranteed.

This agreement supersedes all previous Guaranteed Admission Agreements between Christopher Newport University and the Virginia Community College System signed prior to July 1, 2022. This agreement does not nullify individual program-to-program agreements.

**Section 1: Definition of Guaranteed Admission Agreement (GAA)**

A Guaranteed Admission Agreement (GAA) is the agreement between an individual two-year institution, or the Virginia Community College's System Office on behalf of all VCCS community colleges, and a specific four-year institution that outlines a clear transfer pathway in which a student is guaranteed admission to the four-year institution by satisfying specified academic benchmarks and criteria. Students transferring through the GAA are not entitled to be admitted to a specific academic program.

**Section 2: Requirements for Admission**

**A. Applicable Associate Degrees:**

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

**B. Minimum GPA requirement:**

A cumulative GPA of 3.2 on a 4.0 scale is required for all coursework earned at a VCCS college as reflected on the VCCS transcript. For repeated courses, Christopher Newport will accept the attempt of the course that counts towards the associate degree. Courses transferred into the two-year college are not included in the GPA computation for the purposes of this agreement. Transfer credit from non-VCCS institutions is not considered under this agreement (see Section 2B).

**C. Limitations due to academic or disciplinary record:**

Following an offer of admission to Christopher Newport University, all students who plan to enroll are required to submit a transfer college report (enrollment and conduct verification) to the university. The transfer college report is required for each institution a student has attended and verifies the student's academic and social standing. Should Christopher Newport learn of academic ineligibility or social conduct that would violate Christopher Newport standards, the university may reconsider the student's admission decision and may rescind the student's offer of admission.

**D. Course requirements:**

Christopher Newport University does not award credit for developmental or remedial coursework. Credit is awarded for courses in which a grade of 'C' or higher is earned; however, students will be awarded junior-level class standing, consisting of at least 60 and no more than 66 credit hours, of college-level credit transferring to Christopher Newport University upon presentation of the transcript confirming the transfer associate degree.

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

To enroll under this agreement, students must complete all of their required degree credits (Advanced Placement, International Baccalaureate, College-Level Examination Program, and Cambridge credits are permissible) at the VCCS. Students are required to have at least one semester (fall/spring) with full-time enrollment (min. 12 credit

hours) at the VCCS. Students who have earned or are planning on earning a transfer associate degree with any non-VCCS institutional credit must apply through the regular admission process. Students who were previously enrolled at Christopher Newport and who transferred to a VCCS college to complete the transfer-oriented associate degree are not eligible to participate in this GAA.

**F. Maximum credits applicable for transfer:**

A maximum of 66 semester hours of transfer credit will be granted for transferrable community college courses in which the student has earned a grade of C or higher.

**G. Testing requirements:**

If English is not the student's native language or secondary school instruction was not completed in English, the student is required to submit official scores from one of the English language proficiency tests available on Christopher Newport's admission website.

**H. Admission application and enrollment:**

Students are required to declare their intent to transfer to Christopher Newport under this GAA after they have earned at least 15 credits toward the transfer-oriented associate degree and prior to graduation from the VCCS college. A letter of intent must be turned in to the Office of Transfer Admission and Enrollment and can be found on the Transfer Virginia Portal and on Christopher Newport's admission website.

Students must maintain continuous enrollment in all non-summer terms from the point of registering their intent to transfer until the associate degree has been conferred. Students must transfer to Christopher Newport in the semester designated on the Registration of Intent to Transfer.

Students seeking admission under the GAA must formally complete the transfer admission application and process, meeting deadlines (mid-July for Fall admission and mid-December for Spring admission) and requirements detailed on Christopher Newport University's admission website.

**I. Transcript submission:**

Christopher Newport must receive official transcripts from all colleges and universities attended before formal admission to the university will be granted. Christopher Newport accepts transcripts issued directly from the institution via mail, in-person delivery, or electronically through an official transcript provider.

**J. Registration of Intent to use the agreement:**

A student should register his/her/their intent to use this agreement after completion of 15 college credits and *must* before application to the University. Intent can be submitted through the Transfer Virginia Portal or emailed to [transfer@cnu.edu](mailto:transfer@cnu.edu).

### **Section 3: Application of Associate Degree to General Education Requirement**

Students who have completed a transfer-oriented associate degree (associate of arts, associate of science or associate of arts and sciences) at a VCCS school, as indicated on the student's official transcript, may anticipate the following:

- 1) Junior-level class standing awarded, consisting of at least 60 and no more than 66 credit hours, of college-level credit transferring to Christopher Newport University.
- 2) Satisfaction of lower-level liberal learning curriculum requirements (Foundations and Areas of Inquiry) with the exception of the 200-level language requirement. If this requirement is not satisfied during completion of the associate degree, it must be completed after transfer to Christopher Newport University.

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

Under this agreement, students must complete at least 15 credits post high school graduation. This agreement does not apply to high school students earning a transferable associate degree through dual enrollment. Students who have not enrolled in a college or university in a regular semester (fall and/or spring) after high school graduation must apply to Christopher Newport University as first-time freshmen and are not eligible for admission under this GAA. Information on applying as a new freshman is available on the University's admission website.

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

If a student receives credit for prior learning completed through Cambridge, College Level Examination Program (CLEP), the College Entrance Examination Board Advanced Placement (AP) and the International Baccalaureate (IB) Program that counts towards the associate degree at the VCCS, students must submit official scores directly to Christopher Newport as

credit will only be awarded at Christopher Newport if the official transcript is received directly from the prior learning source. Upon transfer to Christopher Newport, the exact same course may not be awarded for prior learning scores as it was at the VCCS. If the minimum Christopher Newport equivalent score is not met, then elective credit (ELEC 1XX or 2XX) will be awarded. If the course is needed as a pre-requisite for upper-level courses, the student will need to take the course at Christopher Newport or prior to transfer. However, by virtue of having earned a transferable associate degree from the VCCS, the student will still receive benefits of the degree as described in Section 3 of this agreement.

Per the Undergraduate Catalog, a maximum of 92 semester hours of transfer credit will be granted for courses which carry a grade of C or higher and which are comparable to courses offered by Christopher Newport University. Of the allowable 92 semester hours of transfer credit, no more than 66 semester hours of transfer credit will be granted for junior or community college courses. A maximum of 60 credit hours will be granted for work completed through Cambridge, CLEP, AP and IB. (Note: Christopher Newport does not typically award credit based on the presentation of student portfolios.) Upon transfer, this credit may be applied towards general education and major/minor requirements at Christopher Newport.

### **Section 6: Associate Degree Completion Criteria and Catalog Determination**

Students enrolling under this GAA may choose which catalog year they intend to follow but they are encouraged to choose the catalog year at the time of enrollment at Christopher Newport as it is more beneficial to the student. Students may choose to follow the curriculum and catalog requirements in effect as of the student's first post-high school enrollment into one of the transfer associate degree programs outlined in this GAA. Provided that the student maintains continuous enrollment at the VCCS, the catalog requirements will remain in place for four years from the date of the student's first enrollment at the VCCS. To maintain eligibility under this GAA, students must enroll at Christopher Newport University within one year of completing the transfer associate degree.

### **Section 7: Transfer Guide – Student Document**

The associated Transfer Guide represents all requirements for admittance under this GAA and the benefits that result. The Transfer Guide will be applied, once development is complete, 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 university also guarantees admission into their major or program of choice.

### **Section 8: Administration of Agreement**

The Christopher Newport University official responsible for the GAA is the Vice President for Enrollment and Student Success. The Christopher Newport official responsible for the Registration of Intent to Transfer is the Senior Director of Transfer and Student Services. 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 Chancellor and the President of Christopher Newport University. 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 and the Chancellor. The signed agreement will be maintained in the Transfer Virginia Portal.

### **Virginia Community College System 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.

### **University 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 them for transfer.

- Transfer students will be treated on the same basis as native students in terms of registration and housing.

**Section 9: Review Clause**

Christopher Newport University and the Virginia Community College System will review this agreement and the student tracking data every five 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**



**Adelia Thompson**

04/20/2023

**Date**

**Interim President  
Christopher Newport University**



**Sharon Morrissey**

03/28/2023

**Date**

**Interim Chancellor  
Virginia Community College System**

**Review Documentation**

<b>Review Date</b>	<b>Completed By</b>	<b>Agreement Extension</b>

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

**Appendix A: Transfer Guide Mapped to Undeclared Major for CNU**