Guaranteed Admission Agreement
Between American Public University System and Northern Virginia Community College

I. Purpose

American Public University System (APUS) and Northern Virginia Community College (NOVA) recognize the need to facilitate the transfer of students from NOVA to APUS as they pursue their educational goals. This agreement is designed to coordinate, enhance advising, and promote acceptance of equivalent courses/credits between APUS and NOVA.

II. Elements of the Agreement

A. Admission Practices
   1) APUS will accept applications from students who wish to transfer from NOVA into any baccalaureate program at APUS. Transferring NOVA applicants must meet the same admissions criteria as other students applying to transfer to APUS.
   2) NOVA students will be granted a Transfer Credit Evaluation (TCE) Fee waiver. They will be responsible for alerting APUS staff of this waiver in order to take advantage of it.
   3) NOVA students who meet the same admission criteria required of all applicants will be guaranteed admission to APUS.

B. Acceptance and Application of Credit
   1) Where course equivalencies exist for required courses, general studies requirements, and/or prerequisites, these courses will apply to APUS graduation requirements. Course equivalences will be determined consistent with standard course-transfer criteria at APUS.
   2) Courses in which grades of C- or lower are earned will not transfer to APUS.
   3) For repeated courses, the highest grade, if earned with a C or higher, will be transferred to the degree plan at APUS.
   4) Courses which are vocational or developmental in nature will not transfer to APUS.
   5) Internships, Prior Learning Assessment credit, or clinical courses will not transfer to APUS.
   6) APUS will evaluate other sources of transfer credit, such as Advanced Placement, CLEP exams, and military training, along with NOVA courses or courses earned at other institutions. All sources of credit will be evaluated per APUS policies and guidelines.
   7) It is the student’s responsibility to ensure all sources of credit are submitted for evaluation by APUS in order to have credit properly award.
8) APUS will maintain course equivalency information and make this information readily available to NOVA. Students will receive academic advising that outlines the articulation of transfer from NOVA to APUS.

9) APUS will provide Degree Completion Plans (DCPs) for specific degrees to NOVA and interested students that detail how classes at NOVA may fit into those specific degree plans at APUS.

10) Students transferring from NOVA will be required to complete a minimum of 30 semester hours of APUS coursework to be eligible for the APUS degree. Students may transfer in up to 91 credits from acceptable sources towards a baccalaureate degree. Of the 91 credits, only 30 credits may come from non-traditional sources of credit, such as CLEP exams.

11) Transferred credits will not be included in the APUS grade point average.

C. Students Services

Students will be treated on an equal basis with native students with regard to award and distribution of financial aid, selection of courses, and other student services.

D. Eligibility

To be guaranteed admission to APUS, students must

1) Complete admission process in accordance with APUS standard practice.

E. Responsibilities

1) Students will

1. Complete admission process to APUS.
2. Submit all transcripts and sources of credit for evaluation.
3. Inform APUS staff of Transfer Credit Evaluation (TCE) fee waiver.

2) NOVA will

1. Advise students regarding courses needed to complete NOVA degree.
2. Advise students on transfer opportunities to APUS under this agreement by posting links to this agreement on NOVA website and providing links to Degree Completion Plans on APUS website.

3) APUS will

1. Treat GAA students on an equal basis with native students with regard to award and distribution of financial aid, selection of courses and other student services.
2. Upon request, APUS agrees to provide NOVA with data that reports on enrolled NOVA transfer students, their majors, and academic performance to the extent permitted by law.
F. **Update/Report/Relationship**

APUS and NOVA agree to review the agreement and relevant transfer course equivalencies annually. NOVA will designate an individual to serve as liaison for the purpose of monitoring this agreement. Upon request, APUS agrees to provide NOVA with data that reports on enrolled NOVA transfer students, their majors, and academic performance to the extent permitted by law.

APUS and NOVA agree to assist each other in promoting this agreement appropriately in their respective promotional materials, events, web sites, and reports.

G. **Amendments and Term of Agreement**

1) The Degree Completion Plans (DCPs) may be amended, as needed by mutual agreement without affecting the currency of the master agreement.

2) Both parties are to communicate the conditions of this agreement to their respective clientele (external and internal constituents). APUS and NOVA will review this agreement every year and make adjustments or amendments as deemed appropriate to maintain the integrity of all institutions as well as for the improvement of the transfer process and student articulation. Such changes will not adversely affect students already enrolled and covered under the provision of the existing guaranteed admission agreement.

3) This articulation agreement may be terminated by either part with 60 days written notice.

H. **Implementation**

This agreement will be implemented when the named agents for APUS and NOVA have signed and dated this agreement.

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*Melvyn Schiavelli*  
Executive Vice President  
Northern Virginia Community College  
*Date*

*Karan Powell, Ph.D.*  
Provost  
American Public University System  
*Date*