Guaranteed Admission Agreement Between Northern Virginia Community College (NOVA) 
and Capitol Technology University (Capitol) for the A. A. S. in Cyber Security 
to the B. S. and M.S. in Cyber and Information Security

PURPOSE
This agreement facilitates the transfer of Northern Virginia Community College (NOVA) 
students who graduate with an A. A. S. in Cyber Security to the B. S. in Cyber and 
Information Security (BSCIS) and M. S. in Cyber and Information Security (MSCIS) at 
Capitol Technology University (Capitol). This agreement defines the terms of the 
guaranteed admission agreement (GAA).

The four goals inherent in the agreement are to:
1. Facilitate students' transfer from the A. A. S. in Cyber Security at NOVA to the B. S. Cyber and Information Security program at Capitol as efficiently as possible.
2. Facilitate students' admission into Capitol’s MSCIS program after completing the A. A. S. in Cyber Security and possessing Bachelor’s degree from an accredited institution.
3. Establish a clear set of understandings and expectations for institutions, students, and their respective degrees.
4. Establish a pathway for NOVA A. A. S. in Cyber Security graduates to earn a degree in Cyber and Information Security at Capitol as a means to advance their careers in the associated field.

ADMISSION PRACTICES
NOVA and Capitol agree to offer articulated programs leading to the award of an A. A. S. in Information Security and a B. S. in Cyber and Information Security. The two institutions further agree that students from NOVA, under the GAA, may transfer credits earned for the A. A. S. in Cyber Security toward the B. S. in Cyber and Information Security at Capitol. Capitol further agrees to accept NOVA students possessing a Bachelor’s degree from an accredited institution and having completed the A. A. S. in Cyber Security. The following general principles guide the implementation of this agreement:

1. Graduates of the A. A. S. degree in Cyber Security at NOVA will transfer specific courses in which they have earned the grade of C or higher. The number of courses transferred may not exceed 69 credit hours. The credit hours transferred from NOVA contribute to the fulfillment of the 128/131 credit hours required for baccalaureate completion (BSCIS) at Capitol.
2. The course transfer table included with this document specifies courses that will transfer from NOVA to Capitol. (Need to see this table attached before signing the agreement.)
3. Capitol will consider, on a case-by-case basis, accepting credit from non-direct classroom instruction (including CLEP, AP, and other nationally recognized standardized examination scores).

4. For a smooth transition, students at NOVA may start taking courses in the Cyber and Information Security program at Capitol while they are completing the A.A.S. degree at NOVA. However, NOVA students are advised to complete the A. A. S. degree prior to officially transferring to Capitol.

5. If NOVA and Capitol develop a dual enrollment program, this GAA will not prevent students from applying for, participating in, or receiving the benefits of dual enrollment. Those students would then be subject to the dual enrollment program criteria.

6. NOVA students who complete the A. A. S. in Information Security with a 2.5 grade point average will be automatically accepted into the bachelor’s degree program at Capitol and will be given consideration for financial assistance and will be eligible to compete for academic scholarships at Capitol. Students who finish the A. A. S. degree with a GPA of 3.0 or higher and subsequently attend Capitol full-time will be considered for larger scholarship under a special program.

7. At the request of the NOVA Associate Vice President for Academic Services, the Capitol Academic Dean will provide general information on the academic progress of NOVA students enrolled in the Capitol BSCIS program. Any feedback must adhere to FERPA.

8. Capitol agrees to the terms of the Guaranteed Admission Agreements (GAA)

UPDATE/REPORT RELATIONSHIP
1. NOVA and Capitol agree to monitor the performance of this agreement and to revise as necessary.

2. NOVA and Capitol agree to publicize this agreement.

3. The course transfer table is subject to a five-year review for updating and revising as necessary by the appropriate NOVA and Capitol officials without affecting the signed agreement.

AMENDMENT AND TERM OF EFFECT
1. Either party may terminate the agreement with 60 days advance written notice to the other. Termination of the agreement will not affect any students currently enrolled in the A. A. S. in Cyber Security program who are taking courses at Capitol or who have been accepted into the BSCIS at Capitol.

2. This agreement becomes effective on the date that the last authorizing party has signed the agreement. The last signer will write the date on the signature page.
Authorizing Signatures
This agreement is authorized for implementation on the:
3rd day of July, 2015

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