

**ADDENDUM TO**  
**MEMORANDUM OF UNDERSTANDING**

THIS ADDENDUM is appended and incorporated into the Memorandum of Understanding dated March 15, 2013 by and between Excelsior College, a not-for-profit education corporation organized and operating under the laws of the State of New York having its principal office at 7 Columbia Circle, Albany, New York 12203 (hereafter referred to as “Excelsior”) and Northern Virginia Community College, having its principal office located at 4001 Wakefield Chapel Road, Annandale, VA 22003-3796 (hereafter referred as “NOVA”)

This Addendum shall amend the above referenced Agreement as follows:

Excelsior will guarantee admission to NOVA graduates according to the terms in this agreement.

To be guaranteed admission under this MOU, students must:

- transfer from NOVA with an associate’s degree with a minimum GPA of 2.0.
- apply and enroll in an Excelsior bachelor program and shall have paid all required Excelsior fees.
- submit an official NOVA transcript which reflects all academic work completed and degree awarded.
- attain a grade of C or better in all transferred coursework upon application to Excelsior.
- hold an active RN license, if applying into the Bachelor of Science in nursing program.

All of the other provisions of the Agreement remain in full force and effect as written.

## **MEMORANDUM OF UNDERSTANDING**

Entered into this 15<sup>th</sup> day of March, 2013.

Northern Virginia Community College  
Excelsior College

Northern Virginia Community College (hereafter referred to as NOVA) and Excelsior College (hereafter referred to as Excelsior) in Albany, New York, regionally accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, agree to offer an articulated program leading to the award of an Associate Degree and a Bachelor Degree. They further agree that students from NOVA, through this memorandum of understanding, will be allowed to transfer credits earned for the Associate Degree at NOVA to Excelsior, leading to the award of the Bachelor Degree at Excelsior College. Existing admissions policy applies. For details, visit [admissions.excelsior.edu](http://admissions.excelsior.edu).

### **Purpose of the Agreement**

This agreement is entered into to serve the baccalaureate needs of NOVA graduates. Its general purpose is to make clear the terms of the transfer of credits.

By doing so, this articulation agreement will facilitate an efficient transition from NOVA to Excelsior College. NOVA graduates will understand how Excelsior College transfers the credits they earn at NOVA, as well as the changes in requirements that may permit more flexible scheduling once the student has been admitted to and enrolled at Excelsior College. The agreement provides a systematic plan for students to continue their higher education beyond the A.A.A./A.A.S./A.S./A.A. degree from NOVA.

The agreement, also, is a publication of a clear set of understandings and expectations for both institutions and programs. Making expectations clear to students and between institutions allows the institutions to work collaboratively to meet the needs of NOVA graduates. Like any policy agreement, this articulation agreement will need to be updated, revised and refined if the instructional programs are revised.

Finally the agreement encourages NOVA graduates to continue their educational pathway for both personal and professional development, as well as career advancement. It facilitates students' successful achievement of credentials in their field.

## **Guiding Principles**

The following general principles guide the operation of this Agreement:

1. The program is designed for graduates with an Associate Degree at NOVA. A maximum of 105 credit hours from NOVA will be allowed toward fulfillment of the 120-121 credit hours required for Bachelor Degree completion at Excelsior.
2. All courses meeting general education requirements at NOVA will transfer to Excelsior as general education, if applicable.
3. A grade of C (minimum GPA of 2.0) or better has been attained in all transferred coursework.
4. Remaining coursework not transferrable from NOVA will be completed at Excelsior or through continued transfer from an Excelsior recognized source of credit. Excelsior puts no limit on the number of credits a student can transfer as long as that credit meets degree requirements and comes from an approved source ([www.excelsior.edu/waystoearncredit](http://www.excelsior.edu/waystoearncredit)).
5. While NOVA and Excelsior do not presently have a dual enrollment program should one be agreed to, this agreement will not preclude students from participation and students may apply for and receive the benefits of dual enrollment. Those students would then be subject to the policies of said program should they apply.
6. NOVA students who have completed an Associate degree at NOVA will be given preferential discounted pricing and consideration for financial assistance and will be eligible to compete for academic scholarships at Excelsior.
7. Excelsior will provide information on the academic progress of NOVA students enrolled as a result of this agreement to NOVA.
8. The standards of admission to Excelsior and policies governing the recognition of transfer credits most recently published at the time a given student seeks enrollment will apply.

## **Program Articulation A.A.A./A.A.S./A.S./A.A. to B.A./S.**

The following details the transfer of course agreement between the specific A.A.A./A.A.S./A.S./A.A. program at NOVA and the specific B.A./S. at Excelsior.

Transfer Guides attached for:

- AAS in Nursing to Bachelor of science in nursing
- AAS Medical Lab Technology to BS Health Sciences
- AAS Emergency Medical Services to BS Health Sciences
- AAS Dental Hygiene to BS Health Sciences
- AS Business Administration to BS General Business
- AAS Administrative of Justice to BS Liberal Arts with Major in Criminal Justice and a concentration in Criminal Justice Administration

### **Overview and Summary**

For students following this agreement, the steps are as follows:

Step 1: Complete an Associate Degree at NOVA.

Step 2: Apply for admission to Excelsior, indicating name of the specific program as the intended major. Applications for admission can be obtained by contacting: [www.excelsior.edu/admissions](http://www.excelsior.edu/admissions) or 800-896-1627.

Be sure to mention you are a graduate of NOVA.