Articulation Agreement and Guaranteed Admissions Statement
Between Potomac College and Northern Virginia Community College

I. PURPOSE

This articulation agreement is designed to coordinate transfer policies, define the terms of guaranteed admissions, enhance advising, and promote the acceptance of equivalent courses/credits between Potomac College and Northern Virginia Community College (NOVA).

II. ELEMENTS OF THE AGREEMENT

A. Admissions Practices

1. Potomac College ("Potomac") will accept applications from students who wish to transfer from NOVA into any baccalaureate degree program at Potomac. Transferring NOVA applicants must meet the same admissions criteria as other students applying for transfer to Potomac. The application fee will be waived.

2. Students transferring from NOVA to specific Potomac College programs must meet the same prerequisites, grade point average (GPA) and other admission criteria, as other native or transfer students applying to Potomac College programs.

3. NOVA students who graduate with an Associate of Arts (AA), Associate of Science (AS), Associate of Applied Arts (AAA) or Associate of Applied Science (AAS) degree and have a NOVA cumulative GPA of at least 2.0 are guaranteed admission to Potomac College. Potomac College will accept all credits included in the official transcript of the degree program from which the student has graduated, including credits from previous institutions and up to 30 transfer credits from nontraditional sources such as high school Advanced Placement (AP) or College-Level Examination Programs (CLEP) programs.

4. For the purposes of admission and credit recognition the transfer GPA is determined by a calculation that includes all NOVA courses and all attempts.

B. Acceptance and Application of Credits

1. General Education - students completing an Associate Degree at NOVA will be considered to have met all lower division general education requirements at Potomac College.

2. Where course equivalencies exist for required courses and/or prerequisites, these courses will apply to Potomac College's graduation requirements in the student's stated major field of study.

3. Courses/Credits in which grades of less than 2.0 on a four point scale will be considered on a case by case basis. Credits of less than 2.0 on a four point scale will usually not be accepted.

4. Potomac College will accept up to 30 courses/credits earned through Advanced Placement (AP), College-Level Examination Program (CLEP), or other nontraditional programs. Potomac also will evaluate courses/credits earned at other institutions.

5. Potomac College will evaluate Prior Learning Activity for Credit Evaluation and other life experiences for possible credit, consistent with credit given under such circumstances as outlined by the Potomac catalog.

6. Potomac College will maintain course equivalency information and make this information readily available to NOVA.

7. Students that transfer to Potomac College after having earned an minimum of one Associate Degree from NOVA are eligible to attend Potomac at the tuition rate of $250.00 per credit hour. Students electing to transfer to Potomac without having first earned an Associate Degree from NOVA will be charged the current tuition rate per credit hour as defined by the most recent Potomac catalog. Other fees may apply.

C. **Update/Report/Relationship**

Potomac College and NOVA agree to review the agreement and relevant transfer course equivalencies annually. NOVA will designate an individual to serve as liaison for the purposes of monitoring this agreement. Each institution will provide updated catalogs to the other immediately upon their availability. Potomac College agrees to provide NOVA reports of enrolled NOVA transfer students, their majors and academic performance when 10 or more are enrolled in any given year.

D. **Amendments and Term of Effect**

1. The curriculum transfer guides in effect at the time a student first enrolls at NOVA will be honored by Potomac College if the student completes an Associate Degree and successfully transfers to Potomac presuming all current accreditation and regulatory standards of the respective institutions are met.

2. This agreement may be amended, as needed, for specific program articulation without affecting the currency of the master agreement. All course-by-course transfer guides may be amended as needed.

3. This master agreement will remain in effect until terminated by either party upon written notice to other party of an intention to terminate. Such notice will be effective only if given 180 days prior to the intended date of termination. In the event that this agreement is terminated, the terms of the agreement contained herein will remain in effect for the maximum of 2 years.

Laura Palmer Noone — Jan 17, 2013

Dr. Laura Palmer Noone — Date
President and CEO
Potomac College

12-5-2012

Dr. Robert G. Templin, Jr. — Date
President
Northern Virginia Community College