



**GUARANTEED ADMISSIONS and CORE-TO-CORE  
TRANSFER AGREEMENT  
BETWEEN  
COMMUNITY COLLEGE OF PHILADELPHIA  
AND  
COLLEGE UNBOUND**

**Preface**

Community College of Philadelphia (CCP) and College Unbound (CU) enter into this Guaranteed Admissions and Core-to-Core Transfer Agreement (Agreement) to facilitate the transfer of CCP students into CU's degree completion Bachelor of Arts in Organizational Leadership and Change offered at CU's Philadelphia location. This Agreement applies to students who enter CU as full-time or part-time undergraduate students.

**Guaranteed Admissions**

Under the Guaranteed Admissions Transfer Agreement, CCP students will be guaranteed admission into CU's Philadelphia location with third year (junior) status at CU on the condition that they:

1. Graduate from CCP with any Associate in Arts (A.A.), Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) Degree with a minimum cumulative GPA of 2.0;
2. Complete CU's admissions application the semester before the student plans to matriculate to CU (or by no later than six weeks prior to the semester, fall or spring) and satisfy all other regular CU admissions requirements. Such requirements include an interview, a writing sample and a technology assessment which will be used to advise students and will not prevent admissions into CU.;
3. Do not attend another institution of higher education between the time they graduate from CCP and enroll at CU;
4. Enroll at CU within one year of CCP graduation.

Students are strongly encouraged to meet with a CU Admissions Representative and/or a CCP Academic Advisor, Counselor to develop a course taking strategy to maximize course transferability.

CCP graduates entering CU under the terms of this Agreement for both Guaranteed Admissions and Core-to-Core go through the CU normal transfer admissions process and therefore must meet all applicable CU requirements and deadlines pertaining to application for admission, orientation and registration, and payment of tuition and fees. They will abide by the policies and procedures, and any revisions thereof that apply to all CU students.

**Transfer and Academic Guidelines**

1. Transfer credit will be awarded for courses with a grade of “C” or above for any and all courses transferred to CU. Grades of “D” will transfer for elective credit only.
2. Students are responsible for sending CU official transcripts for evaluation of credit from other attended institutions, including military transcripts. Credit will also be awarded for AP, CLEP, Life and work experience, etc. with appropriate documentation. Developmental courses are not eligible for transfer.
3. The maximum number of semester hours that can transfer to CU is 80. Students enrolled in an undergraduate program of study at CU are required to complete a minimum of 40 credits at CU including at least half of the requirements in the major or area of specialization.
4. A full-time student admitted with third year (junior) status to CU will be able to complete a bachelor's degree at CU within four regular (fall/spring) semesters provided the student earns an associate degree at CCP and completes and appropriately sequences their remaining course work at CU.
5. Under this Agreement, CU guarantees that all CCP credits from CCP programs of study listed in this Agreement will fulfill general education, elective or major requirements in the corresponding CU major that the CCP transfer student wishes to pursue.

### **Core-to-Core**

CU agrees to accept the General Education embedded in CCP’s Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees as meeting all the requirements of its undergraduate General Education requirements.

This Core-to-Core Agreement applies to all graduates of CCP A.A., A.S. and A.A.S. degrees and is not limited to students who participate in Guaranteed Admissions. Core-to-Core transfer does not alter the requirements of the student's major field of study as identified in the CU catalog.

### **Financial and Scholarship Incentives**

To encourage CCP graduates to transfer to CU, CU agrees to the following financial supports:

1. **Application Fee:** CU does not require an application fee.
2. **Financial Aid:** All students will be provided with CU financial aid information and receive full consideration for CU financial aid upon matriculation at CU.
  - Financial Aid will be awarded to Guaranteed Admissions students on the same basis as all other CU students. They will have equal access to all state and federal financial aid programs.
  - Students are strongly encouraged to complete the Free Application for Federal Student Aid (FASFA) before May 1<sup>st</sup> each year to determine if they are eligible for a state grant.

### **The Agreement**

To facilitate the transfer of CCP graduates to CU in accordance with the foregoing guarantee, the parties agree to the following:

### **Obligations of College Unbound:**

1. Participate in student outreach (e.g.: transfer fairs, campus visits, virtual open houses, etc.) at least once each fall and spring semesters.
2. Agree to use the student's final minimum cumulative CCP GPA as noted in the official CCP transcript honoring CCP's academic amnesty and time amnesty policies. CU also agrees to not recalculate a student's GPA to include grades from any other colleges or universities they may have attended when making CU Guaranteed admissions decisions and Guaranteed admissions scholarship awards.
3. Support Core-to-Core allowing graduates of any CCP A.A., A.S. or A.A.S. degrees to fulfill all General Education requirements. CCP graduates enrolling at CU will be identified upon admission to CU, and the fact that they have satisfied CU General Education requirements by Core-to-Core transfer will be noted on all pertinent CU student records. Core-to-Core transfer does not alter the requirements of the student's major field of study as identified in the CU catalog.
4. Encourage CCP transfer students to complete an associate degree before matriculation to CU in order to take advantage of this Agreement. If the CCP student chooses to transfer and matriculate to CU before completion of the associate degree, CU will encourage reverse transfer. CCP and CU will develop a reverse transfer credit process, which must be mutually agreed and that includes methodology to notify and assist students with this reverse transfer benefits.
5. Will send CCP a list of courses required at CU for the Bachelor of Arts in Organizational Leadership and Change. This helps CCP transfer students to see the requirements needed for both associate and bachelor's degree completion. This will be included in Appendix A of this Agreement.

### **Obligations of Community College of Philadelphia**

1. Publicize this Agreement to prospective students in its promotional literature, social media and website.
2. Arrange for CU recruiters to visit CCP and/or to participate in student outreach (e.g.: transfer fairs, CCP campus visits, virtual open houses, etc.).
3. Inform students matriculating at CCP of the opportunity for Core-to-Core and Guaranteed Admissions transfer to CU under the terms of this Agreement.
4. Provide information on the CU guaranteed admissions, core-to-core, academic and admissions requirements in a new CU page within the CCP Transfer Opportunities website.

### **Joint Obligations**

1. Consult with each other through appropriate channels prior to implementing major changes in policy or curricula that are relevant to this Agreement and that directly affect students transferring under the terms of this Agreement, and keep each other informed of any other changes of relevant policy or curricula that affect those students. Both CU and CCP will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both CCP and CU sign the revised document.

2. Collaborate in providing students with information and academic advising about this Agreement, CU's academic requirements, and the process of transferring to CU.
3. Develop and implement advertising and promotional efforts to communicate the benefits of Guaranteed Admissions and Core-to-Core transfer.
4. Designate a representative or representatives who will coordinate this Agreement between the two institutions.
5. Facilitate and support consultation and collaboration between their faculties related to this Agreement, General Education, degree requirements, and other academic matters.
6. Provide direct links between CU and CCP websites.
7. Exchange aggregate data annually that will contribute to the maintenance and improvement of this Agreement, enhance the transfer process, and promote effective cooperation between institutions. To the extent permitted by law, the parties may also exchange individualized data about individual transfer students, including, for example, admissions information and grades, and reports on the results of program reviews, assessments of student learning, and/or decisions of curricular and other committees.
8. The parties will abide by their respective policies of nondiscrimination in regard to sex, age, race, color, creed, national origin, disability, sexual orientation, gender identity, veteran status or any other status protected by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, the American with Disabilities Act, or any other applicable federal, state, or local law. The parties agree to reasonably cooperate with each other in any investigation of claims of discrimination or harassment, to the extent permitted by law.

### **Interpretation, Revision, Renewal and Termination of this Agreement**

The laws of the Commonwealth of Pennsylvania shall govern this agreement.

College Unbound's Provost/Vice President of Lifelong Learning and Community College of Philadelphia's Provost and Vice President for Academic & Student Success or their designees, are responsible for identifying, and communicating to each other, changes in the policies or requirements of their respective institutions that affect this Agreement.

Modifications to the terms and conditions of this Agreement may only be made by written agreement of the parties. Until such modification by mutual written agreement, the then-current terms of the Agreement shall remain in effect.

This Agreement will be in effect as of the date of its signing, for students entering CU on or after Fall 2023, and will continue in effect for five (5) years unless otherwise modified or terminated in accordance with this Agreement. Either institution may terminate this Agreement at any time by written notice at least one year in advance of the effective date of termination. Should this Agreement be terminated, it is understood that students already accepted to CU through the effective date of termination will continue to receive the benefits articulated in this Agreement.

Provided that all parties execute a copy of this Agreement, this Agreement may be executed in counterparts, each of which shall constitute an original, and all of which together shall constitute one and the same document. This Agreement may be executed by the parties and transmitted by


facsimile or electronic transmission, and, if so executed and transmitted, shall be effective as if the parties had delivered an executed original of this Agreement.

The willingness of both institutions to enter this Agreement in order to facilitate the transfer of students from CCP into CU, and to expand their opportunities for academic success there, is indicated by the following signatures.

The undersigned representatives of the parties, Community College of Philadelphia and College Unbound, have executed this Agreement on the date indicated below:

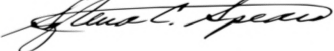
**FOR COMMUNITY COLLEGE OF PHILADELPHIA:**

DocuSigned by:  
  
9704580513E3456... Date: 9/19/2023 | 9:14 PM EDT  
Donald Generals, Ed.D.  
President

DocuSigned by:  
  
3A9DE7C1EEEE04DF... Date: 9/16/2023 | 7:56 AM EDT  
Alycia A. Marshall, Ph.D.  
Provost and Vice President for Academic & Student Success

**FOR COLLEGE UNBOUND:**

DocuSigned by:  
  
B161E7158E5041A... Date: 9/8/2023 | 9:12 AM EDT  
Adam Bush, Ph.D.  
President

DocuSigned by:  
  
A8FF85EAD8BE4D5... Date: 9/8/2023 | 7:05 AM EDT  
Sylvia C. Spears, Ph.D.  
Provost/Vice President for Lifelong Learning

## Appendix A

<b>CURRICULUM TRANSFER AGREEMENT GUIDELINE</b>			
<b>Community College of Philadelphia Program:</b> Any Associate Degree (AA, AS or AAS) <b>Catalog:</b> 2022-2023	<b>Transfer School:</b> College Unbound <b>Bachelor Program:</b> Bachelor of Arts in Organizational Leadership and Change		
<b>General Information:</b> This transfer guide is developed in support of the Guaranteed Admissions and Core-to-Core Transfer Agreement between College Unbound and Community College of Philadelphia. It shows how <i>any</i> Associate in Arts, Associate in Science or Associate in Applied Science degrees from Community College of Philadelphia transfer to a degree completion Bachelor of Arts (B.A.) in Organizational Leadership and Change and the coursework required at College Unbound after transfer.			
Completion of any associate degree at Community College of Philadelphia will allow the student to qualify for the Core-to-Core agreement for which College Unbound agrees to accept the General Education embedded in Community College of Philadelphia's associate degrees as meeting all the requirements of College Unbound's undergraduate Core requirements.			
To satisfy required courses through transfer credit, courses must be completed with a grade of "C" or better. Grades of "D" will transfer for elective credit only. The associate degree must be completed with at least a minimum cumulative GPA of 2.0. Students may transfer a maximum number of 80 credits and are required to complete a minimum of 40 credits at College Unbound including at least half of the requirements in the degree completion B.A. in Organizational Leadership and Change. Courses required upon transfer to College Unbound are listed below.			
<i>Transfer guides are created and maintained to help students and staff make appropriate course and program choices. The guides show how the requirements for the appropriate Community College of Philadelphia associate degree transfer to the bachelor's institution. It is, however, possible for program requirements at Community College of Philadelphia or the transfer institution to change without advanced notice.</i>			
<b>COMMUNITY COLLEGE OF PHILADELPHIA</b> Any AA, AS or AAS	<b>COLLEGE UNBOUND</b> BA Organizational Leadership and Change		
Courses from <i>any</i> Associate in Arts, Associate in Science or Associate in Applied Science degree earned at Community College of Philadelphia will transfer for College Unbound's degree completion program in Bachelor of Arts in Organizational Leadership and Change.			
<b>MINIMUM CREDITS NEEDED TO GRADUATE:</b>	<b>60-71</b>	<b>Credits Earned:</b>	<b>60-71</b>

<b><u>COURSES TO BE COMPLETED AT COLLEGE UNBOUND</u></b>	
AAH330 - Writing for Change	3
OLC215 - Introduction to Organizational Leadership and Change	3
OLC2200 - Learning from Experience	3
OLC355 - Reframing Failure	3
SBS208 - Research Justice	3
OLC400 -Capstone	3
WWL200A - Workplace and World Lab A	3
WWL400Z - Workplace and World Lab Z	3

Leadership Studies	3
Change Studies	3
Organizational Studies	3
Big 10's	10
<b>MINIMUM CREDITS at COLLEGE UNBOUND: (The number of credits students will need take will depend on the number of credits transferred.)</b>	<b>43+</b>
<b>MINIMUM CREDITS NEEDED TO GRADUATE</b>	<b>120</b>

<b>Developed on/by: sgt 04/2023</b>	<b>Revised On:</b>
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