



**DUAL ADMISSIONS
TRANSFER AGREEMENT
BETWEEN
COMMUNITY COLLEGE OF PHILADELPHIA
AND
THOMAS JEFFERSON UNIVERSITY**

Preface

Community College of Philadelphia (CCP) and Thomas Jefferson University (TJU) enter into this Dual Admissions Transfer Agreement (Agreement) to facilitate the transfer of CCP students to TJU's East Falls campus (to be noted as TJU-EF). This Agreement applies to students who enter TJU-EF's traditional (day) programs as full-time or part-time undergraduate students.

Dual Admissions

Under the Dual Admissions Transfer Agreement, CCP students will be guaranteed admission into TJU-EF with third year (junior) status on the condition that they:

1. Submit an electronic Dual Admissions Intent form before completion of no more than 45 college level credits from all colleges/universities attended;
2. Graduate from CCP with an appropriate Associate in Arts (A.A.), Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) Degree with the minimum cumulative GPA listed by major in Appendix A. This GPA will be recalculated to include all college level work earned from CCP and any other college or university attended.;
3. Complete TJU-EF's admissions application the semester before the student plans to matriculate to TJU-EF (or by no later than the publish deadline) and satisfy all other regular TJU-EF admissions requirements.
4. Do not attend another institution of higher education between the time they graduate from CCP and enroll at TJU-EF;
5. Enroll at TJU-EF within one year of CCP graduation. Students may defer their start term for up to one academic year.

This Agreement encompasses only those TJU-EF undergraduate programs listed in Appendix A of this Agreement. This includes programs within the College of Architecture & the Built Environment (CABE), the College of Life Sciences (JCLS), the College of Humanities & Sciences (JCLS), Kanbar College of Design Engineering & Commerce, and limited programs within the College of Health Professions (JCHP) and the College of Rehabilitation Sciences (JCRS). Both parties may choose to include more programs to this Agreement without the need for additional signatures. Programs offered through the Continuing and Professional Studies division are exempt from this agreement and are instead addressed by a separate Program-to-Program Agreement signed in June of 2023.

Students who have previously matriculated to TJU-EF are not eligible for Dual Admissions to TJU-EF, but are encouraged to apply as a transfer or readmissions student to TJU-EF.

There is no obligation on the part of the Dual Admissions CCP student if the student decides not to transfer to TJU-EF.

Once a student has submitted the Dual Admissions Intent Form, they are strongly encouraged to meet with a TJU Admissions Representative and/or a CCP Academic Advisor, Counselor or Program Advisor to develop a course taking strategy to maximize course transferability.

CCP graduates entering TJU-EF under the terms of this Agreement for Dual Admissions go through the standard TJU-EF transfer admissions process and therefore must meet all applicable TJU-EF 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 TJU-EF 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 submitted for transfer to TJU-EF. Students are responsible for sending TJU official transcripts from ALL attended institutions, including military transcripts for evaluation of credit. Credit may also be awarded for AP, CLEP, etc. with appropriate documentation. Developmental courses are not eligible for transfer.
2. Graduates of approved CCP A.A., A.S. and A.A.S. degrees, who have completed FNMT 118 Intermediate Algebra, which is equivalent to TJU College Algebra, or a higher level of mathematics with a “C” or better and who transfer to TJU-EF will be waived from placement tests under this Agreement.
3. Students enrolled in an undergraduate program of study at TJU-EF are required to complete a minimum of 60 credits including at minimum 12 credits in the major or area of specialization at TJU-EF.
4. A full-time student admitted with third year (junior) status to TJU-EF will be able to complete a bachelor's degree at TJU-EF within four fall/spring semesters provided the student earns the appropriate associate degree at CCP and completes the TJU-EF curriculum in the appropriate sequence. Full-time students taking a Leave of Absence or needing to withdraw or repeat courses will need more time to earn the bachelor's degree. Note, the Bachelor of Architecture is a 5-year (10 semester) program and therefore transfer students will need more time to complete this bachelor's degree as compared with other programs.
5. Under this Agreement, TJU-EF 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 TJU-EF major that the CCP transfer student wishes to pursue.
6. Students are strongly encouraged to follow the degree requirements listed in the Transfer Guides for their particular program of study included in this Agreement. Students who do not follow these transfer guides may not maximize the transfer of credits or the necessary number of semesters to earn a bachelor's degree.
7. Students who have pursued a CCP associate degree study other than those designated in this Agreement or who do not earn the associate degree in the designated curricula and who

wish to transfer to TJU-EF are not covered by this Agreement. Such students will be considered for admissions on an individual basis and their credits will be evaluated on a course-by-course basis.

Financial and Scholarship Incentives

To encourage CCP graduates to transfer to TJU-EF, TJU agrees to the following:

1. **Application Fee:** TJU will waive the application fee for students who apply at TJU-EF pursuant to this Agreement.
2. **Academic Scholarships:** TJU agrees to award academic scholarships annually to all Dual Admissions students admitted to TJU-EF pursuant to this Agreement:

Full time (enrolled in 12 or more credits a semester) at TJU-EF (2023 -2024 academic year amounts)
3.5 – 4.0 final CCP GPA will receive \$22,000 annually
3.0 – 3.49 final CCP GPA will receive \$19,000 annually

Community College of Philadelphia Dual Admissions Scholarship:

In addition to the academic scholarships noted, CCP students applying to TJU-EF through this Agreement will receive \$2,500 per year, as long as they have submitted a dual intent form.

- All scholarships are awarded using the final minimum cumulative CCP GPA as noted in the official CCP transcript, honoring CCP’s academic amnesty and time amnesty policies.
 - This scholarship is awarded for the fall and spring semesters only.
 - Scholarships may be renewed each year contingent upon the students submitting their FAFSA and remaining in good academic standing at TJU-EF.
 - Athletic Scholarships supersede and replace any other academic, PTK or CCP designated scholarship award.
3. **Financial Aid:** All students will be provided with TJU financial aid information and receive full consideration for TJU financial aid upon matriculation at TJU-EF.
 - Financial Aid will be awarded to Dual Admissions students on the same basis as all other TJU 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 1st each year to determine if they are eligible for a state grant.

The Agreement

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

Obligations of Thomas Jefferson University:

1. Participate in student outreach (e.g.: transfer fairs, campus visits, virtual open houses, etc.) at least twice each fall and spring semesters.
2. Invite CCP students to an informational meeting with TJU-EF faculty and staff on a regular basis at both CCP and TJU in order to facilitate smooth curricular and co-curricular integration to TJU-EF.
3. Agree to use the student's final cumulative CCP GPA as noted in the official CCP transcript, honoring CCP's academic amnesty and time amnesty policies, for the awarding of scholarships.
4. Send a TJU-EF conditional letter of admission to all CCP students who complete a Dual Admissions Intent form in accordance with the expectations stated in the Dual Admissions section and who meet the conditions set forth in this Agreement.

A formal offer of admission will be sent upon receipt of the Undergraduate Admissions application (the semester before the students plan to matriculate). Students must confirm their intention to matriculate at TJU-EF by submitting a deposit by June 1 for the fall semester, and by December 15 for the spring semester, and satisfy all other regular TJU-EF admissions requirements. CCP students who complete a Dual Admissions Intent form will be governed by the TJU-EF degree requirements in effect at the time of signing the Dual Admissions Intent form.

Students from the Philadelphia area who apply but are not admitted to TJU-EF will be sent a letter encouraging them to attend and earn an appropriate associate degree from CCP so as to take advantage of the benefits of this Agreement. CCP will receive a list from TJU-EF of students denied and sent this letter so that they can follow up with the students.

5. Encourage CCP transfer students to complete the appropriate associate degree before matriculation to TJU-EF in order to take advantage of this Agreement. If the CCP student chooses to transfer and matriculate to TJU-EF before completion of the associate degree, TJU will encourage reverse transfer. TJU will develop a reverse transfer credit process, which must be mutually agreed upon by both TJU and CCP that includes methodology to notify and assist students with this reverse transfer benefits.
6. Work with CCP on program-to-program curriculum Transfer Guides that specify for CCP transfer students the CCP courses that satisfy major requirements needed for both associate and bachelor's degree completion. To facilitate this, CCP and TJU-EF agree to finalize program-to-program transfer guides for the Top 10 academic programs by no later than 3 months from the signing of this Agreement.
7. On-campus housing opportunities are incredibly limited. Information about off-campus housing opportunities will be provided, as will resources about the limited on-campus housing and the application/lottery process.

Obligations of Community College of Philadelphia

1. Publicize this Agreement to prospective students in its promotional literature, social media and website.
2. Arrange for TJU recruiters to visit CCP and/or to participate in student outreach (e.g.: transfer fairs, CCP campus visits, virtual open houses, etc.).

3. Inform qualified students matriculating at CCP of the opportunity for Dual Admissions transfer to TJU-EF under the terms of this Agreement.
4. Invite enrolled CCP students to participate in this Agreement through the submission of an electronic Dual Admissions Intent Form before completion of the credit limits.
5. Send TJU a username and password to access the report of students who have completed the electronic Dual Admissions Intent Form for TJU.
6. Provide information on the TJU-EF dual admissions, academic and admissions requirements online. Completed program-to-program transfer guides for specific programs of study will be available online for student use.

Joint Obligations

1. Consult with each other through appropriate channels prior to implementing major changes in policy or curricula that directly affect students transferring under the terms of this Agreement, and keep each other informed of any other changes of policy or curricula that affect those students. Both TJU 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 TJU sign the revised document.
2. Collaborate in providing students with information and academic advising about this Agreement, TJU-EF's academic requirements, and the process of transferring to TJU-EF.
3. Develop and implement advertising and promotional efforts to communicate the benefits of Dual Admissions 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 TJU and CCP websites.
7. Conduct periodic reviews of course-to-course equivalencies and the applicability of those equivalencies to specific academic programs at CCP and TJU.
8. Develop program-to-program curriculum Transfer Guides that specify for CCP transfer students the CCP courses that satisfy major requirements needed for degree completion at TJU-EF. To facilitate this, CCP and TJU-EF agree to work on and finalize program-to-program transfer guides for at least the Top 10 academic programs no later than 3 months from the signing of this Agreement.
9. 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.
10. Both 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.

Revision, Renewal and Termination of this Agreement

Thomas Jefferson University's Provost 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 TJU-EF on or after Fall 2024, 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 TJU-EF 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 TJU-EF, 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 Thomas Jefferson University, have executed this Agreement on the date indicated below:

FOR COMMUNITY COLLEGE OF PHILADELPHIA:

Signed by:

9704580513E3456 _____ Date: 9/3/2024 | 12:24 AM EDT
Donald Generals, Ed.D.
President

DocuSigned by:

DDBFDE70C487409 _____ Date: 8/30/2024 | 6:12 PM EDT
Alycia A. Marshall, Ph.D.
Provost and Vice President for Academic and Student Success

FOR THOMAS JEFFERSON UNIVERSITY:

DocuSigned by:

0D101559E4D94AC... _____ Date: 8/23/2024 | 7:59 AM EDT
Susan Aldridge, PhD
President

DocuSigned by:

63CF0D6DC8C5406... _____ Date: 8/23/2024 | 4:58 AM PDT
Matt Dane Baker, PA-C, DHSc
Provost

Appendix A

The following CCP Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees are included in this Agreement and correspond to TJU-EF bachelor's degrees as noted.

Additional academic programs may be added to this Agreement by mutual agreement of both parties but without submitting addenda to this Agreement. For programs that have curricular changes, each party will provide notification and updates as soon as reasonably possible:

Community College of Philadelphia	Thomas Jefferson University – East Falls Traditional Day programs	GPA and additional requirements needed for admissions*
Architecture (AA)	Architectural Studies	3.0 cumulative GPA
Architecture (AA)	Architecture	3.0 cumulative GPA & Portfolio
Art and Design (AA)	Interior Design	3.0 cumulative GPA
Biology (AS)	Biology	3.0, All Math & Science Course B- or higher
Biology (AS)	Health Sciences	3.0, All Math & Science Course B- or higher
Biology (AS)	Biochemistry	3.0, All Math & Science Course B- or higher
Biology (AS)	Pre-Medical Studies	3.0, All Math & Science Course B- or higher
Business-General (AA)	Accounting	2.5 cumulative GPA
Business-General (AA)	Business Management	2.5 cumulative GPA
Business-General (AA)	Finance	2.5 cumulative GPA
Business-General (AA)	International Business	2.5 cumulative GPA
Business-General (AA)	Management	2.5 cumulative GPA
Business-General (AA)	Marketing	2.5 cumulative GPA
Chemistry (AS)	Biochemistry	3.0, All Math & Science Course B- or higher
Chemistry (AS)	Pre-Medical Studies	3.0, All Math & Science Course B- or higher
Chemistry (AS)	Chemistry	3.0, All Math & Science Course B- or higher
Construction Management (AAS)	Construction Management	2.75 cumulative GPA
Engineering Science (AS)	Engineering	3.0 cumulative GPA
Engineering Science (AS)	Mechanical Engineering	3.0 cumulative GPA
Facilities Management (AAS)	Construction Management	3.0 cumulative GPA

Fashion Merchandising and Marketing (AAS)	Fashion Merchandising and Management	2.75 cumulative GPA
Interior Design (AA)	Interior Design	3.0 cumulative GPA
Liberal Arts - Social/Behavioral Science (AA)	Interdisciplinary Studies	2.5 cumulative GPA
Liberal Arts - Social/Behavioral Science (AA)	Law and Society	2.5 cumulative GPA
Psychology (AA)	Psychology	2.5 cumulative GPA

* Students for whom their GPA or academic criteria are outside of the stipulated parameters will be considered for admission on an individual basis and their credits evaluated on a course by course basis.