

**Dual Admission Agreement  
between  
Delaware County Community College  
and  
West Chester University of Pennsylvania**

**Background**

On August 3, 2016, West Chester University of Pennsylvania and Delaware County Community College entered into a Dual Admission and Academic Passport Transfer Agreement (August 2016 Agreement). The parties by mutual agreement, agree to terminate the August 2016 Agreement and replace it with a new Agreement whose terms are contained herein. With that as background, West Chester University of Pennsylvania and Delaware County Community College hereby terminate the August 2016 Agreement, and enter into this new Agreement that shall replace the August 2016 Agreement in its entirety.

**This Dual Admission Agreement** is made this 13th day of November, 2020, by and between Delaware County Community College and West Chester University of Pennsylvania.

**Introduction**

Delaware County Community College (DCCC) and West Chester University of Pennsylvania (WCU) agree to enter into this Dual Admission Agreement (Agreement) to facilitate the seamless transfer of qualifying DCCC students who have earned the Associate of Arts, Associate of Science, Associate of Fine Arts, or Associate of Applied Science degree.

The purpose of this personalized Agreement is to provide a seamless pathway for qualifying students to begin post-secondary education at DCCC, earn their associate degree, and transfer seamlessly to WCU in a parallel bachelor's degree program; earn a renewable transfer scholarship at WCU; and be assured of on-campus housing at WCU, if needed. The Agreement defines admission requirements and processes, seamless transfer of coursework, and services to support this Dual Admission Program (Program).

Qualifying students will be guaranteed admission into a parallel bachelor's degree program in an equivalent field of study at WCU upon completion of their associate degree at DCCC and provided that the student meets all University, degree, major, and GPA requirements (Addendum A). Guaranteed admission into Biomedical Engineering, Social Work, Exploratory Studies, Sports Medicine, and the traditional BSN Nursing major programs are not part of this agreement. The RN to BSN pathway and the Co-Admission agreement from DCCC to WCU is governed by a separate agreement executed June 12, 2020.

**Delaware County Community College responsibilities and expectations:**

- DCCC will market the Program to graduating high school seniors from Delaware and Chester Counties as well as currently enrolled DCCC students who have not earned 24 college credits.
- DCCC will send students who respond with their interest a Dual Admission Intent to Enroll Form (Addendum B). DCCC students must return the Dual Admission Intent to Enroll Form prior to earning 24 college credits.

For any student who completes the Dual Admission Intent to Enroll form, DCCC will commit to do the following:

- Outline additional information needed from students to formalize the offer of admission and matriculation to DCCC.
- Advise students who sign up, participate in the Agreement, and request transfer appointments
- Inform WCU if participating students change their major or their anticipated enrollment term at WCU.
- Notify WCU when students withdraw from the Program
- Send unofficial transcripts to WCU each semester for each participating DCCC student.

### **West Chester University responsibilities and expectations:**

- WCU will extend an offer of conditional admission to graduating high school seniors, DCCC students about to begin at DCCC, and currently enrolled DCCC students who have not yet earned 24 college credits who returned the Dual Admission Letter of Intent, which will become a formal offer of Admission after the student completes WCU's application process, earns their associate degree from DCCC and satisfies all WCU, degree, major, and GPA requirements outlined in the Dual Admission Agreement and Addendum A.
- The WCU Admission application fee will be refunded upon matriculation at WCU.
- Students must enroll at WCU within one calendar year after DCCC graduation.
- Students will not be eligible for the Program if they have attended another institution between DCCC graduation and matriculation at WCU.
- Students who earned college-level credits via prior learning methods such as AP (Advanced Placement), CLEP (College Level Examination Program), IB (International Baccalaureate Program), and DSST (DANTES (Defense Activity for Non-Traditional Education Support) Subject Standardized Tests) are not required to submit an official transcript to WCU, if the credits are posted to DCCC's official transcript. Any credits that were completed while matriculated at another post-secondary institution will require an official transcript submitted to the Office of the Registrar for review.
- Students are responsible for ensuring an official copy of their final DCCC transcript is sent to the Office of the Registrar at WCU when their associate degree has been awarded so the academic passport can be applied.
- Students with Dual Admission Intent to Enroll on file must also complete the WCU application process and submit all materials by the deadline outlined on the Intent to Enroll Form.
- Students who have criminal convictions or have been dismissed or suspended from DCCC for disciplinary reasons are not covered under this agreement and will be reviewed on a case by case basis.

### **Evaluation of Credits**

As part of WCU's Academic Passport Program, DCCC's general education requirements that are part of the Associate of Arts, the Associate of Science, Associate of Fine Arts, and Associate of Applied Science degrees will transfer in their entirety towards WCU's General Education Requirements.

- Students must complete the Diverse Communities requirement (3 credits) and the Writing Emphasis requirements while at WCU to satisfy the remaining WCU general education requirements.
- Language and Culture Requirements for Bachelor of Arts, Bachelor of Music Degrees and certain Bachelor of Science Degree programs are not waived by Academic Passport.

For DCCC courses to transfer to WCU, a minimum grade of D must be earned. Courses with “D” grade will not fulfill major requirements. To further clarify, a course with a “D” grade will transfer and be applied for graduation requirements, but will not fulfill major requirements. Grades received in courses taken at other institutions are not calculated in the West Chester cumulative GPA. Only the credits are transferred. Students must also meet all minimum grade requirements in courses they wish to have transferred toward their major and/or minor program requirements.

Courses with a CR (credit by exam) grade will not transfer to WCU.

Credit for prior learning from AP, CLEP, IB, and DSST will be evaluated in accordance with approved minimum scores effected in response to the Public School Code, 24. P.S. § 20-2002-C(d). Students are responsible for submitting their scores to the Office of the Registrar at WCU either via the DCCC transcripts or official scores received from College Board, IB or DSST.

- Students who meet the requirements of the WCU and DCCC [Program to Program Advising Guides](#) or [Program to Program Agreements](#) as well as requirements outlined in Addendum G will be admitted with full junior standing in a parallel major so long as they completed the WCU application process by the deadline outlined on the Dual Admission Intent to Enroll Form.

### **Transfer Scholarship**

- DCCC students who participate in the Program, completed the WCU application process by the deadline outlined in the Dual Admission Intent to Enroll Form and graduate from DCCC will qualify for a transfer scholarship as determined below and in award amounts per Addendum C.
  - Students must be enrolled full-time at WCU and will retain their scholarship award for up to two (2) consecutive academic years so long as the student remains in good academic standing at WCU with a minimum of 2.00 GPA.
  - Students must be working to attain his/her first baccalaureate degree.
- WCU will inform DCCC of any changes to Transfer Scholarship Awards at least one (1) year in advance of changes. Students who have already submitted Dual Admission Letter of Intent to Enroll Form will not be negatively impacted.
- Prior to matriculation at WCU, the Financial Aid Office team at WCU will provide financial assistance and counseling to DCCC students in support of their educational goals. This will include advice about applying for aid including grants and other self-aid such as employment or loans.

### **Housing**

- DCCC students who participate in the Program, complete the WCU application process by the deadline outlined on the Dual Admission Intent to Enroll Form, and graduate from DCCC will be guaranteed Housing upon enrollment at WCU, provided that the student submits the Housing Application and required information by the deadline. This application will be

administered by WCU directly to the student in the appropriate semester prior to WCU matriculation. Exceptions to guaranteed housing include national, state, or regional crises or natural disaster such as a pandemic, flood, or other such situation.

- Students interested in living on WCU's campus will need to notify the Office of Admission at least three (3) months prior to enrollment.

### **Advising and Transition**

WCU has a team dedicated to maximizing the success of DCCC students. This includes:

- WCU's Office of Admission will reach out to all DCCC students participating in the Program immediately upon receipt of the Dual Admission Intent to Enroll Form to explain the conditional offer of Admission and formal offer of Admission requirements. WCU's Office of Admission will maintain communications through the onboarding of all students.
- WCU's Transfer Concierge will reach out to all DCCC students participating in this program immediately after receiving the Dual Admission Intent to Enroll
- Form and maintain communications thereafter.
  - The Transfer Concierge helps to simplify the transfer process for all incoming and potential transfer students by connecting them to campus resources during and after their transition to WCU. Some of these supports include Transfer Credit resources, Advising and Scheduling, Financial Aid, Housing, Academic Tutoring, Career Services, Office of Services for Students with Disabilities, Mental Health Counseling Services, and New Student Organizations, to name a few. The Transfer Concierge can help students with WCU policies and processes, for example, navigating the class enrollment system, transfer credit appeals, and applying for change of major or minor.
  - The Transfer Concierge will also describe WCU's new Transfer Student Association that is available for them to join after matriculation at WCU. The Transfer Student Association is a student-run organization that is designed to build a welcoming community of transfer students at West Chester University, and to foster a successful college experience, both academically and socially. Bi-weekly meetings are held, along with transfer focused student success workshops, social meet-ups before campus events, fundraising activities, service learning events, and student organization information sessions.
  - The Transfer Concierge and Transfer Admission Counselors in partnership with Student Affairs will celebrate DCCC students in this program through invitations to campus events and activities throughout their time at DCCC.
  - Just prior to matriculation at WCU, DCCC students participating in the Program will hear from their WCU Student Success Team. The Student Success Team includes: [their Student Success Coordinator](#); [their Academic Advisor](#); and their [Success Coaches](#) who are available to provide individualized support to guide them toward academic and personal success at WCU. In addition, the Financial Aid Office team will reach out to assist DCCC students with the financial aid process and resources.

DCCC students who do not participate in the Dual Admission Program and who have earned an Associate's Degree from DCCC will be ensured admission into WCU and have their credits evaluated in accordance with the *Evaluation of Credits* section outlined above. Admission to the major will be based on completion of program pre-requisites and GPA as outlined in Addendum A and program capacity. In addition, students may receive reduced renewable transfer scholarships depending on remaining transfer scholarship availability. Opportunities for on-campus housing at WCU will be on a space-available basis.

## **Joint Responsibilities for Maintenance of this Agreement**

- DCCC and WCU will develop and maintain a joint dual admission recruitment and marketing plan for high school students and currently enrolled DCCC students.
- DCCC and WCU will jointly develop and maintain a Dual Admission Intent to Enroll Form
- WCU and DCCC will continue to update and maintain curricular and course equivalency information.
- WCU and DCCC will update existing and create new program to program advising guides and prioritize based on demand related to DCCC and WCU majors.
- WCU and DCCC will coordinate WCU information and advising both in person and by virtual events to provide academic advising, Admission, financial aid, and billing advising, and career services.
- WCU and DCCC staff will review the agreement as needed to discuss and enhance student transition and success.
- DCCC must provide written notification to WCU of any curricular modifications or changes to parallel associate degree programs. WCU will review and determine if said changes or modifications necessitate an amendment to this agreement.
- WCU will inform DCCC of any curricular changes and students who returned their Dual Admission Letter of Intent to Enroll form will be treated the same as native WCU students in terms impact of curricular changes so long as they maintain continuous enrollment at DCCC.

**Addenda:** The following Addenda are incorporated into and made part of this Agreement.

Addendum A: Major Program and Guaranteed Admission Requirements

Addendum B: Dual Admission Intent to Enroll Form

Addendum C: Transfer Scholarship Parameters Addendum

## **Additional Terms of Agreement**

1. This Dual Admission Agreement along with all addenda constitutes the entire Agreement and terms of understanding between Delaware County Community College and West Chester University. This Agreement shall take effect immediately upon execution by the parties.
2. This agreement will be reviewed and revised as necessary. All revisions must be approved by each institution's official signatories, with the same formality as the original Agreement.
3. This agreement will have a term of five (5) years beginning from last date of signatures. After the five (5) year term, the parties may agree to enter into a new Agreement.
4. The terms of the Agreement shall remain in effect, except as stipulated for certain previous terms as listed herein, unless it is terminated by either party. Any party may terminate the agreement with or without cause with 120 days written advance notice to the other party. If this Agreement is terminated while students are enrolled through this Agreement, the students may continue their educational experience under this Agreement until that experience would have concluded absent the termination.

5. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
6. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
7. The parties shall agree to keep confidential all personally identifiable student information from education records provided by WCU or Delaware County Community College as set forth in the Family Educational Rights and Privacy Act 34 CFR § 99.33 (a)(2) ("FERPA").
8. Neither of the parties shall assume any liabilities to each other. As to liability to each other or harm to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this Agreement. Nothing in this Agreement shall be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.
9. This Agreement is not a third-party beneficiary contract and confers no rights upon any students or employees of the parties.
10. For the purpose of this Agreement, a copy of the party's original signature shall be considered to be an original signature; and as such shall be sufficient to bind such parties.
11. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

SIGNATURE PAGE TO FOLLOW

**IN WITNESS WHEREOF**, the authorized representatives of the Parties hereto have executed and delivered this Agreement as of the date previously indicated.

West Chester University

Delaware County Community College

*Christopher Fiorentino*  
Christopher Fiorentino, PhD      Date  
President

*L. Joy Gates*      11/06/2020  
L. Joy Gates Black, Ed.D      Date  
President

*R. Lorraine Bernotsky*      11/10/20  
R. Lorraine Bernotsky, D. Phil      Date  
Executive Vice President and Provost

*Marian E. McGorry*      11/2/20  
Marian E. McGorry, Ph.D.      Date  
Vice President of Academic Affairs

*Jeffery L. Osgood*      11/9/20  
Jeffery L. Osgood Jr., MPA PhD      Date  
Vice President for Academic Operations

*Mitchell E. Murtha*      11/2/20  
Mitchell E. Murtha, Ed.D.      Date  
Vice President  
Recruitment and Enrollment Management

Approved as to form and legality

*Joseph Miller*      11/13/20  
University Legal Counsel      Date

## Addendum A

### Major Program and Guaranteed Admissions Requirements

DCCC Students participating in the Dual Admission Program with WCU must earn an associate degree in a parallel major program with at least a 2.00 gpa to be assured admission into the major program at WCU. Programs not covered as part of this agreement include Biomedical Engineering, Social Work, exploratory studies, Health Science: Sports Medicine, and the traditional BSN nursing major programs. The RN to BSN pathway is handled as a separate agreement.

Major programs with additional specific GPA, pre-requisites, or other requirements are outlined below:

<b>Academic Program</b>	<b>Overall GPA</b>	<b>Requirements</b>	<b>DCCC Equivalencies</b>
Art	2.0	Portfolio submitted to the department	
Business Management at DCCC	2.5 GPA's below 2.5 will be reviewed on a case-by-case basis	Students must complete the following courses with a C or better: ECO 111, ECO 112, ECO 251, MKT 250, MGT 200, ACC 201, MAT 113, and MAT 143	ECO 210, ECO 220, BUS 220, BUS 230, BUS 210, ACC 111, MAT 135, MAT 136,
Communication Sciences and Disorders	2.5/3.0	If an applicant has a GPA between a 2.5 and 3.0 they must have at least a 100 level Math course completed with a B grade or better or they must have a 100 level English course completed with a B grade or higher. If an applicant has a 3.0 GPA or higher, the above grades in Math and English will not be required.	
Computer Science	2.5	Computer Science (B grade or higher) Calculus (C grade or higher)	DPR 104 MAT 160
Early Grades, Early Grades/Special Education, Middle Grades, Middle Grades/Special Education	2.8	Students must have a 2.8 cumulative GPA and must have achieved passing scores, as established by PDE, on the PA required Basic Skills Test: PRAXIS I (taken before April 1, 2012) or PAPA scores, or CORE. Students may use SAT or ACT scores in place of the Basic Skills Tests.	
Special Education: 7-12 BSED	2.8	Students must have a 2.8 cumulative GPA and must have achieved passing test scores as stated above. -	



All other BSED Programs	2.8		
Health Science: General Studies	2.0	<p>Applicants must have completed an Associate's Degree in a health related field.</p> <p>Applicants may also earn an associate degree in a non-parallel major but have completed one of the listed DCCC certificate programs.</p>	See below list of DCCC degrees and certificate programs that qualify.
Mathematics (all programs, except BSED)	2.0	Students are advised to have as many of the following completed as possible: Calculus I, Calculus II, Calculus III, and Linear Algebra	<p>MAT 160</p> <p>MAT 161</p> <p>MAT 200</p> <p>MAT 260</p>
Music	2.0	All music majors must audition with the department for consideration into a music major. Typically these auditions occur during the semester and/or summer leading up to the start of the semester. Students who may not pass their audition, would not be able to be a music major, but we could consider them for another major.	
Pharmaceutical Product Development	2.8	Intro to Chemistry and Intro to Biology	<p>BIO 110</p> <p>CHE 110</p>
Respiratory Care	2.5	Interview with Department Chair	

**DCCC Programs of Study that are appropriate for WCU's Health Science: General Studies degree program**

Emergency Management and Planning, Associate of Applied Science

Health Care Management, Associate of Applied Science

Health Studies - Neurodiagnostic Technology, Associate of Applied Science

Health Studies - Pre-Nursing Option, Associate of Applied Science

Health Studies, Associate of Applied Science

Medical Assistant, Associate of Applied Science

Medical Assistant, Certificate of Proficiency

Medical Billing, Certificate

Medical Coding and Billing, Associate of Applied Science

Medical Coding and Billing, Certificate

Nursing, Associate of Applied Science

Paramedic - Advanced Life Support, Associate of Applied Science

Paramedic, Certificate of Proficiency

Perioperative Nursing, Certificate of Competency

Respiratory Therapy, Associate of Applied Science

RN First Assistant in Surgery, Certificate of Competency

Science for Health Professions, Associate of Science

## ADDENDUM B

### WEST CHESTER UNIVERSITY DUAL ADMISSION PROGRAM INTENT TO ENROLL FORM:

Please refer to the details of the Dual Admission Program found here:

<https://www.dccc.edu/wcupa>

#### STUDENT RESPONSIBILITIES:

1. Complete the Intent to Enroll Form.

DCCC students who wish to participate in the Program must return the Dual Admission Intent to Enroll Form prior to earning 24 college credits.

2. Maintain Accurate & Up-to-Date Contact Information.

It is important that DCCC has your current phone number and address in our database! If your records are not accurate, please contact Enrollment Central at 610-359-5050, seek the assistance of your advisor, or log into delaGATE to update your current information.

3. Apply to West Chester University.

In your last semester at DCCC, fill out the application to West Chester University at

[https://www.wcupa.edu/admissions/sch\\_adm/admissionApp.aspx](https://www.wcupa.edu/admissions/sch_adm/admissionApp.aspx)

After submitting the WCU application, please have official transcripts from all schools attended sent directly to [ugadmiss@wcupa.edu](mailto:ugadmiss@wcupa.edu)

Once enrolled at WCU and you have met all requirements of this agreement, you will be refunded the application fee during your first semester at WCU.

Application deadlines:

May 15<sup>th</sup> for Fall semester

October 15<sup>th</sup> for Spring semester

Deadlines are subject to change. Check the West Chester University website for the most up to date information.

4. Send your official college transcripts.

It is your responsibility to send your DCCC transcripts to West Chester University. You will send the transcripts twice. Once, when you apply to the college and then again, when you have completed all your courses and grades have been submitted and your transcript reflects conferral of your associate degree. The link to the transfer request can be found in delaGATE. If you have attended another college or university in addition to DCCC, you are responsible for sending all official transcripts to West Chester University.

5. Graduate from Delaware County Community College.

In order to maintain enrollment in the Dual Admission Program, you must graduate from DCCC in a transferable program. Apply for graduation from DCCC. Application deadlines:

Fall Graduation – November 15<sup>th</sup>

Spring Graduation – March 15<sup>th</sup>

Summer Graduation– July 15<sup>th</sup>

As a student enrolled in this Dual Admission Program if at any time I decide to 1) change my DCCC major 2) change my DCCC graduation term 3) change my intended enrollment/start term at the 4-year institution, or 4) want to change my intended major at the 4-year institution, I am to immediately inform:

Laura Mangano, Transfer Coordinator at [lmangano1@dccc.edu](mailto:lmangano1@dccc.edu) or (610) 359-5385. Failure to do so can eliminate me from the Dual Admission Program.

I understand that this Intent to Enroll Form can be voided by me, the student, at any time with written notification to DCCC's Transfer Office and West Chester University's Office of Admissions

## **ADDENDUM C**

### **Transfer Scholarship Parameters**

#### **Transfer Scholarship Parameters**

- DCCC students who participate in the Program and return the Dual Admission Letter of Intent to Enroll Form prior to the completion of 24 college credits and graduate from DCCC will qualify for a transfer scholarship as determined below.
  - Students must be enrolled full-time at WCU and will retain their scholarship award for up to two (2) consecutive academic years so long as the student remains in good academic standing at WCU with a minimum of 2.00 GPA.
  - Students must be working to attain his/her first baccalaureate degree.
- Prior to matriculation at WCU, the Financial Aid Office team at WCU will provide financial assistance and counseling to DCCC students in support of their educational goals. This will include advice about applying for aid including grants and other self-aid such as employment or loans.

#### **Transfer Scholarship Awards Effective Fall 2021 until further notice.**

- DCCC students who participate in the Program and complete the Transfer Form and graduate from DCCC will qualify for \$2,000 per academic year scholarship (\$1,000 per semester) as determined below.
  - Students must be enrolled full-time at WCU and will retain this award for up to two (2) consecutive academic years for a maximum total of \$4,000 so long as the student remains in good academic standing at WCU with a minimum of 2.00 GPA.
  - Students must be working to attain his/her first baccalaureate degree.

WCU will inform DCCC of any changes to Transfer Scholarship Awards at least one (1) year in advance of changes. Students who have already submitted Dual Admissions Letter of Intent to Enroll Form will not be negatively impacted.