

**DUAL ADMISSIONS TRANSFER AGREEMENT**  
BETWEEN  
**MONTGOMERY COUNTY COMMUNITY COLLEGE**  
AND  
**Keystone College**

**Preface**

Montgomery County Community College and **Keystone College** enter into this Dual Admission Transfer Agreement to facilitate the transfer of Montgomery County Community College graduates to **Keystone College**.

Under the Dual Admissions Agreement, Montgomery County Community College students will be guaranteed admissions into a Bachelor's Degree program with third year (junior) status at **Keystone College** on the condition that they: graduate from Montgomery County Community College with an Associate in Arts (A.A.) Degree, Associate in Science (A.S.) Degree, Associate in Fine Art (A.F.A.) Degree, Associate in Applied Science (A.A.S.) Degree with a minimum cumulative GPA of 2.0; complete a "Dual Admissions Intent" form; and satisfy all other **Keystone College** transfer requirements. A full time student admitted with third year (junior) status to **Keystone College** will be able to complete a Bachelor's degree in a parallel program at **Keystone College** within four regular semesters provided that the student completes the appropriate Associate Degree program at Montgomery County Community College and completes and appropriately sequences their remaining course work at **Keystone College**, while maintaining full time status.

This Dual Admissions Transfer Agreement becomes effective in spring 2018.

To facilitate the transfer of Montgomery County Community College graduates to **Keystone College** in accordance with the foregoing guarantee, the parties agree to the following:

**Obligations of Keystone College**

1. To attend regularly scheduled Partner Day and Evening Programs at Montgomery County Community College Central and West Campuses.
2. To provide Montgomery County Community College with "Dual Admissions Intent" forms and fact sheets to distribute upon request.
3. To invite Montgomery County Community College students who have completed a "Dual Admissions Intent" form to an informational/advising meeting(s) with faculty and staff at **Keystone College** in order to facilitate smooth curricular and co-curricular integration to **Keystone College**.
4. To send, within 30 days of receipt of the "Dual Admissions Intent" form, a **Keystone College** letter of admission to all Montgomery County Community College students who complete a "Dual Admissions Intent" form and meet the conditions set forth in the Preface. Students must confirm their intention to matriculate at **Keystone College** by July 1<sup>st</sup> for the fall semester, and by **December 1<sup>st</sup>** for the spring semester, and satisfy all other **Keystone College** transfer requirements. Montgomery County Community College students who complete a "Dual Admissions Intent" form will be governed by the **Keystone College** degree requirements in effect at the time of signing the "Dual Admissions Intent" form.
5. To waive the application fee for students who apply to **Keystone College** pursuant to this Agreement.

6. To ensure these students will be provided with **Keystone College** financial aid information and receive full consideration for **Keystone College** financial aid, including eligibility for the same scholarship amounts as all other admitted first-year and transfer students.
7. To ensure that all courses for which a grade of (A, B, or C) was received will transfer to **Keystone College**.
8. To ensure that Montgomery County Community College graduates entering **Keystone College** under the terms of this Agreement will go through **Keystone College's** transfer process and therefore must meet all applicable **Keystone College** requirements and deadlines pertaining to 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 **Keystone College** students.
9. To work with Montgomery County Community College on Program-to-Program Transfer Agreements and/or Guides that specify for Montgomery County Community College transfer students the Montgomery County Community College courses that satisfy major requirements for degree completion at **Keystone College**.
10. To ensure that Montgomery County Community College Dual Admissions students who matriculate at **Keystone College** have all of the rights and privileges of other **Keystone College** students.

#### **Obligations of Montgomery County Community College:**

1. To publicize this Agreement to prospective and current MCCC students in its promotional literature, and make arrangements for **Keystone College** admissions representatives to visit MCCC and meet with prospective and current Dual Admissions students.
2. To provide academic advising to students who are interested in the Dual Admissions Transfer Agreement to make certain students have the appropriate courses for their intended major at **Keystone College** once program-to-program curriculum sequences have been established.
3. MCCC, in accordance with the admission application policies and procedures of **Keystone College**, will coordinate the delivery of academic records and application materials to **Keystone College**. MCCC students who apply **Keystone College to** under the terms of this Agreement will be required to go through the standard **Keystone College** transfer admissions process, as developed by **Keystone College**, and therefore must meet all applicable requirements and deadlines pertaining to admission to **Keystone College**.
4. To work with **Keystone College** on possible program-to-program transfer agreements and/or guides that specify for MCCC transfer students the courses that satisfy major requirements for **Keystone College's** undergraduate degree programs.

#### **Eligibility Requirements and Student Obligations**

MCCC students who wish to participate in Dual Admissions pursuant to the terms of this Agreement are subject to each of the following requirements:

1. No course in which a grade below C was earned is accepted for transfer credit. All credits earned in the A.A. and A.S. degree programs will be transferred to **Keystone College**, provided that the student achieved (a) a minimum cumulative GPA of 2.0 for all courses presented for the degree and (b) a minimum cumulative GPA of 2.0 for courses required in and offered by the major at **Keystone College**. If the student has not satisfied both (a) and (b), the student's courses will be evaluated individually, and only courses in which a C or higher has been earned will be eligible for transfer into **Keystone College**
2. A minimum of 45 three-credit courses are required to earn a **Keystone College** degree, at least forty-five of which must be completed at **Keystone College**.
3. Only credit is transferred. The grades for transfer courses are not calculated in the student's GPA at **Keystone College** Once courses have been transferred; they become part of the student's permanent record and cannot be removed.
4. Students are required to sign a Dual Admissions Intent form before completion of their 30<sup>th</sup> college credit. The student will be required to complete a **Keystone College** application form prior to the intended start term, for which the application fee will be waived. **Keystone College** has a preferred deadline to apply for the fall semester of July 1<sup>st</sup> and for the spring semester, December 1<sup>st</sup>.
5. Students should follow the established program-to-program course sequences developed between **Keystone College** and MCCC for the program they intend to enroll in at **Keystone College** Students should confer each semester with a **Keystone College** transfer counselor to review degree progress and ensure appropriate courses are being completed.
6. MCCC graduates entering **Keystone College** under the terms of this agreement must go through **Keystone College** normal transfer admissions process and therefore must meet all **Keystone College requirements** and deadlines pertaining to application for admission, orientation and registration, and payment of tuition and fees.
7. The following items are required for a complete transfer application:
  - Application (no charge)
  - Official College transcript(s) from all institutions attended
  - High school transcripts will be waived for students transferring under the Dual Admission agreement.

### **Joint Obligations:**

1. To 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 **Keystone College** and Montgomery County Community College will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both Montgomery County Community College and **Keystone College** sign the revised document.
2. To collaborate in providing students with information and academic advising about this Agreement, **Keystone College** academic requirements, and the process of transferring to **Keystone College**.
3. To develop and implement advertising and promotional efforts to communicate the benefits of Dual Admission Transfer.

4. To designate a representative or representatives at each institution who will coordinate the Dual Admission Transfer Agreement between the two institutions.
5. To exchange data and documents annually that will contribute to the maintenance and improvement of this dual admission arrangement, enhance the transfer process, and promote effective cooperation between institutions. These will consist of aggregate data about transfer students, including admissions information, academic progress and retention information, and reports on the results of program reviews, assessments of student learning, and decisions of curricular and other committees. The institution(s) will exchange data after obtaining appropriate permission from the students as indicated on the “Dual Admissions Intent” form.
6. To facilitate and support consultation and collaboration between their faculties related to this agreement, general education, degree requirements, and other academic matters.
7. To provide direct links between **Keystone College** and Montgomery County Community College websites.

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

The **Keystone College** Office of Admissions or Office of Academic Affairs and the appropriate offices at Montgomery County Community College are responsible for identifying, and communicating to each other, changes in the policies or requirements of their respective institutions that affect this Agreement.

This Agreement will be in effect as of spring 2018. It will be reviewed annually by the appropriate parties at each institution, and will be renewed automatically until superseded by a new Agreement or formally terminated. 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 the termination will not apply to students already accepted to **Keystone College** under the terms of this Agreement.

The willingness of both institutions to enter this Agreement in order to facilitate the transfer of students from Montgomery County Community College into **Keystone College** and to expand their opportunities for academic success there, is indicated by the following signatures:

The undersigned representatives of the parties, Montgomery County Community College and **Keystone College**, have executed this Agreement on the dates indicated.

## For Montgomery County Community College

Kevin Pollock, Ph.D. Date  
President

Victoria L. Bastecki-Perez, Ed.D.      Date \_\_\_\_\_  
Vice President for Academic Affairs and Provost

Phil Needles, Date  
Vice President of Student Services

**For Keystone College**

David L. Coppola, Ph.D. Date  
President

Tracy L. Brundage, Ph.D. Date  
Provost and Vice President for Academic Affairs

Janine M. Becker, Ph.D. Date  
Vice President for Enrollment Management and  
Marketing